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## Review of Toggl

Cori (Strickler) Biddle

*Bridgewater College*, [cbiddle@bridgewater.edu](mailto:cbiddle@bridgewater.edu)

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## **Review of Toggl - <http://toggl.com>**

Cori Stricker, Learning Services Librarian, Bridgewater College

It can be hard to balance work and a personal life if you are not aware of the time you spend on various work duties and projects. Toggl is a time tracker application shows how much time is really spent on main projects or those dreaded other duties as assigned. It is designed for freelancers or for those needing to bill time to customers, but the reports can also useful for yearly evaluations, or to keep track of the projects completed throughout the year.

The application is very easy to use. You can create a new account or use your Google log in. In addition to a web version but there are also apps for Android, iPhone and Desktop apps for Windows and Mac. Once logged in you can enter a task, choose a project, and start tracking. If you forgot to track your time, there is a manual mode that allows it after the fact.

There are three types of reports. Summary reports can show time spent on projects for the past day, week, month or year. You can also run a summary report for one specific project, team or client. Detailed reports allow you to export an itemized list of time spent on tasks, and weekly reports show the total time spent on a project grouped by days.

In addition to keeping track of time spent on a task. Toggl also helps users focused on a particular project. Only one project can run at a time, so it helps designated a time for one specific project, and helps lessen distractions by email or other tasks that can pull attention elsewhere.

*In Short:* Toggl is a free, easy to use application that can help you quantify your work day, and easily assess how much time you are able to spend on a particular task or project.

Recommendation: *Highly Recommended*

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