

TIME MANAGEMENT TOOLS MAP

For Entrepreneurs & Small Teams — The Productive Founder | theproductivefounder.com

1. The Six Categories

Category	What it does	Top tools	Price range	Best for
Time Trackers	Log hours by project/client; billable vs non-billable	Toggl Track, Harvest, Clockify, Everhour	\$0–12/user/mo	Consultants, agencies, freelancers who bill hours
Distraction Blockers	Block apps/sites; force focus intervals	Freedom, Cold Turkey, Focus@Will, One Sec	\$0–9/mo	Founders who lose 2+ hrs/day to notifications
Pomodoro Timers	25-min work + 5-min break cycles; gamified	Forest, Pomofocus, Marinara Timer, Focus Keeper	\$0–4/mo	Solo founders who procrastinate on deep work
Calendar AI / Planners	Auto-schedule tasks, protect focus time, buffer meetings	Reclaim.ai, Motion, SkedPal, Google Calendar	\$0–19/mo	Founders with 10+ meetings/week
Time Blocking Apps	Drag tasks into calendar slots; day planning	Sunsama, Akiflow, Morgen, Planway	\$10–20/mo	Founders who want daily structure without rigidity
All-in-One Productivity	Tasks + notes + calendar + goals in one tool	Notion, Todoist, Any.do, TickTick	\$0–10/user/mo	Founders tired of switching between 4+ apps

2. Pick Your Tool by Workflow

Your situation	Primary category	Top pick	Why
Solo founder, billable client work	Time Tracker	Toggl Track Free → Harvest	Toggl Free covers unlimited tracking; Harvest adds invoicing at \$12/mo

Solo founder, distracted by Slack/Social	Distraction Blocker	Freedom (\$9/mo) or Cold Turkey (\$39 once)	Freedom blocks across all devices; Cold Turkey is cheaper lifetime
Solo founder, procrastinates on big tasks	Pomodoro Timer	Forest (\$2) or Pomofocus (free)	Forest gamifies focus with a virtual tree; Pomofocus is zero-friction web app
Small team, calendar is a mess	Calendar AI	Reclaim.ai Free → Motion (\$19/mo)	Reclaim auto-defends focus time in Google Calendar; Motion is heavier but smarter scheduling
Founder who wants one tool, not five	All-in-One	Notion (free) or Todoist (\$5/mo)	Notion builds any system; Todoist is faster for pure task+date workflows
Team of 3-10, needs daily structure	Time Blocking App	Sunsama (\$16/mo) or Akiflow (\$19/mo)	Sunsama has the best daily-planning ritual; Akiflow syncs more calendars

3. Proven Stack Combos

Stack name	Tools	Total cost	When to use
The \$0 Stack	Google Calendar + Pomofocus + Toggl Track Free + Notion Free	\$0	Pre-revenue or testing workflows before committing budget
The Focus Stack	Freedom + Forest + Reclaim.ai Free	~\$11/mo	You know what to do but cannot stay on task for more than 20 minutes
The Billing Stack	Harvest + Google Calendar + Todoist	~\$17/mo	Agency or consultant tracking 3+ client projects with invoices
The Structure Stack	Motion + Sunsama + Notion	~\$35/mo	You have enough revenue to invest in workflow infrastructure

Prices checked August 2026. Free plans are real (not trials) unless noted. Start with one category, add a second only when the first is a habit.