Squeeze Growth.

2027 EDITION

The Planner Pick Kit

Find the planner or task app that fits how you actually work, then set up a weekly plan you will keep.

01
6-question decision flow: AI planner, calendar helper or simple list

02
Who-wins matrix for Motion, Reclaim, Morgen, Todoist, Notion and ClickUp

03
One card per app with a clear "pick this if"

04
7 red flags to check before you pay

05
A 30-minute weekly planning template

06
A 14-day setup checklist so the new app sticks

STEP 1 · 5 MINUTES

Pick your planner in 6 questions

Start at question 1. The first "yes" is your pick. Most people who keep switching apps skipped this step and chose by features.

1 **Do you want an app to plan your day for you?**
You juggle deadlines across projects and keep moving tasks around by hand.

→ **Yes: Motion**
AI builds and rebuilds your schedule.

NO ↓

2 **Do you live in Google Calendar and keep losing focus time?**
You want focus blocks, habits and breaks defended without planning each one.

→ **Yes: Reclaim**
Free Lite plan to start.

NO ↓

3 **Do you like to plan your own day, but across several calendars?**
You want tasks and events in one view and to drag tasks into time blocks yourself.

→ **Yes: Morgen**
You stay in control of the plan.

NO ↓

4 **Is this for a team running projects?**
You need boards, timelines, custom fields and automation in one place.

→ **Yes: ClickUp**
Free plan with unlimited tasks.

NO ↓

5 **Do you want notes, docs and plans in one space you design?**
You enjoy building your own setup from templates.

→ **Yes: Notion**
Free for personal use.

NO ↓

6 **Do you just want a fast, simple to-do list?**
Capture tasks in seconds, sort by project and date, done.

→ **Yes: Todoist**
Free Beginner plan.

Budget check: Reclaim, Todoist, Notion and ClickUp all have free plans. Motion has a free trial, then $29 a month on annual billing ($49 month to month). Morgen has no free plan but a 14-day trial with no card, then $15 a month billed yearly. Confirm prices on each vendor's page before you buy.

STEP 2 · COMPARE

Who wins where

This sums up what we found in our reviews. It is not a lab score. It shows where each app is strong and where you will feel the limits.

	Motion	Reclaim	Morgen	Todoist	Notion	ClickUp
How you plan	Auto AI schedules tasks by deadline and priority	Auto AI finds time for focus, habits and tasks	Guided You teach it how you work, then drag tasks in	Manual Lists sorted by project and due date	Manual Templates you adapt to your workflow	Manual Lists, boards, calendar and Gantt views
Calendar	Strong Google, Outlook and iCloud	Strong Built for Google Calendar, plans up to 12 weeks ahead	Strong Two-way sync with Google, Outlook, Apple and Exchange	Watch A task list first, not a calendar	Watch A workspace first, not a calendar	Good Calendar view inside projects
Rescheduling	Strong Reshuffles your day when a meeting moves	Strong Reschedules skipped activities	Good AI suggests small adjustments	Watch You move tasks yourself	Watch You move tasks yourself	Good Automation rules
Teams	Strong Shared schedules, capacity planning on Business AI	Good Starter plan for small teams	Good Team scheduling in Pro for Teams	Good Business plan for teams	Strong Easy to share and collaborate	Strong Custom fields, goals and time tracking
Integrations	Good Zoom, Teams, Google Meet	Good Slack status sync, task apps on paid plans	Good Pulls tasks in from other apps	Strong 90+ integrations	Good Slack, Gmail, Zapier	Strong Extensive integration options
Free option	Trial Free trial	Free plan Lite, free forever	Trial 14 days, no card	Free plan Beginner, 5 personal projects	Free plan Free for personal use	Free plan Unlimited tasks and members, 100 MB
Best for	**Busy people juggling deadlines**	**Google Calendar users who need focus time**	**Hands-on planners with many calendars**	**Simple personal task lists**	**DIY all-in-one workspace**	**Teams running projects**

Strong a standout in our reviews Good solid, with trade-offs Watch check this before you commit

STEP 3 · SHORTLIST

The six apps at a glance

Who each one fits, what you get, and when to pick it.

AI PLANNER

Motion

- Fits tasks into your calendar by deadline, duration and priority
- Reshuffles the day when plans change
- AI notetaker turns meetings into action items

Pick this if you are tired of planning your day by hand.

Free trial, then $29/month billed yearly or $49 monthly.

Try Motion free →

FOCUS DEFENDER

Reclaim

- Books focus time, habits and breaks for you
- Adds buffer time around meetings
- Syncs your Slack status with your calendar

Pick this if meetings keep eating your deep work.

Free Lite plan. Paid plans have a 14-day trial.

Try Reclaim free →

HANDS-ON PLANNER

Morgen

- All your calendars and tasks in one view
- Drag a task onto the calendar to time-block it
- Plans around how you say you work

Pick this if you want control of your plan, with help.

14-day trial, no card. Then $15/month billed yearly.

Try Morgen free →

SIMPLE LISTS

Todoist

- Quick task capture with projects and due dates
- Works with 90+ other apps
- Apps on every device

Pick this if you want a list, not a system.

Free Beginner plan. Pro from $5/month billed yearly.

Try Todoist →

BUILD YOUR OWN

Notion

- Planning templates you can change freely
- Notes, docs and tasks in one place
- AI available as a paid add-on

Pick this if you enjoy designing your own setup.

Free for personal use.

Try Notion →

TEAM PROJECTS

ClickUp

- List, Board, Calendar and Gantt views
- Custom fields, statuses and automation
- Built-in time and goal tracking

Pick this if your team needs one place for projects.

Free plan. Unlimited plan $10 per member monthly.

Try ClickUp →

STEP 4 · BEFORE YOU PAY

7 red flags to check during your trial

Planner apps fail quietly. You stop opening them. These checks catch the usual reasons early.

1

AI that will not take no for an answer

Auto-planners save hours, but some feel rigid. In our testing Motion could be stubborn about its choices. During the trial, override a few suggestions and see how it reacts.

2

A planning ritual you will skip

Hands-on planners only work if you do the daily or weekly plan. Be honest: if you will not spend 10 minutes planning, pick an app that plans for you.

3

Your calendar is not fully supported

Some tools are built around Google Calendar first. If you use Outlook, iCloud or Exchange, connect it on day one and check events sync both ways.

4

Free plan limits you will hit in a month

Todoist's free plan stops at 5 personal projects. ClickUp's free plan caps storage at 100 MB. Fine to start, but know where the wall is.

5

AI sold as an extra

Notion sells AI as an add-on. Add it to the price before you compare apps that include AI in the base plan.

6

The monthly price is the real price

Motion is $29 a month on annual billing but $49 month to month. Morgen is $15 billed yearly and $30 monthly. Compare what you will actually pay.

7

Running two systems at once

Keeping the old app "just in case" splits your tasks. Move everything in week 1 and archive the old app.

STEP 5 · COPY THIS

The 30-minute weekly plan

Do this every Friday afternoon or Monday morning, in any app. It works with an AI planner or a plain list.

5 MIN
Empty your head
Dump every task, idea and worry into your inbox. Do not sort yet.

5 MIN
Pick 3 outcomes
What would make this week a win? Write 3 results, not 30 tasks.

10 MIN
Block focus time
Put the work for those 3 outcomes on the calendar first.

5 MIN
Batch the small stuff
Group email, admin and errands into one or two blocks.

5 MIN
Leave room
Keep open time each day for the things that always come up.

	Mon	Tue	Wed	Thu	Fri
Focus block	Outcome 1	Outcome 2	Outcome 1	Outcome 3	Wrap up
Meetings					
Admin batch	Email		Email		Weekly plan
Open time					

My 3 outcomes this week

1. _____
2. _____
3. _____

Let an app do steps 3 to 5: Motion and Reclaim can place focus blocks and reshuffle them for you. **Try Motion free →**

STEP 6 · FIRST 14 DAYS

Setup checklist that makes it stick

Most planner apps get dropped in the first two weeks. Work through this and yours will not.

Day 1: connect

- [ ] Connect every calendar you use, work and personal
- [ ] Install the phone app and turn on only the notifications you need
- [ ] Set your working hours so nothing lands at 11 pm

Days 2 and 3: move in

- [ ] Import or retype open tasks from your old app, notes and email
- [ ] Give each task a project and, if it has one, a real deadline
- [ ] Archive the old app so you only have one inbox

Days 4 to 7: plan

- [ ] Do the 30-minute weekly plan from page 6
- [ ] Book recurring focus blocks and protect them
- [ ] Add habits like exercise or reading if your app supports them

Days 8 to 14: decide

- [ ] Check: did you open it every day without forcing yourself?
- [ ] Trim anything you never use, such as extra projects or tags
- [ ] Pick monthly or yearly billing before the trial ends

GO DEEPER

Want more options? Read our full reviews.

Every verdict in this kit comes from these guides, with features, pros, cons and pricing.

Best weekly planning apps
Plan your week the easy way

Best AI time management tools
Let AI build your schedule

Best time blocking apps
Give every task a slot

Best daily planner apps for ADHD
Planners that work with your brain

Apps that work with Google Calendar
Productivity tools for Google users

Reclaim AI review
Our hands-on take

Want your week planned for you?

Motion builds your schedule from your tasks and deadlines and fixes it when plans change. The free trial is the fastest way to see if it fits.

Start a free Motion trial →

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