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Sunsama Review 2025: Features, Pros And Cons

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& 1 other 

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Starting price \$16 per month (billed annually)	Supported calendars Outlook and Google
AI support Scheduling	

Our Verdict

Sunsama is a productivity app that focuses on personal time and task management through daily planning. It integrates with the most popular calendars and email clients (Google and Outlook) and provides an easy solution to decision fatigue and overscheduling. In this Sunsama review, you'll read about how it can help you manage your time and tasks. We tested all the features to show you why it's a good fit for some and why it might be an app that won't fit your needs.

Pros

- Easy to use
- Offers 14-day free trial
- Automatic daily planning
- Integrates with Google and Outlook calendars and email
- Prevents overwork with priority coaching
- Automatically changes status in Teams or Slack when focus mode active

Cons

- No free plan
- Expensive paid plans

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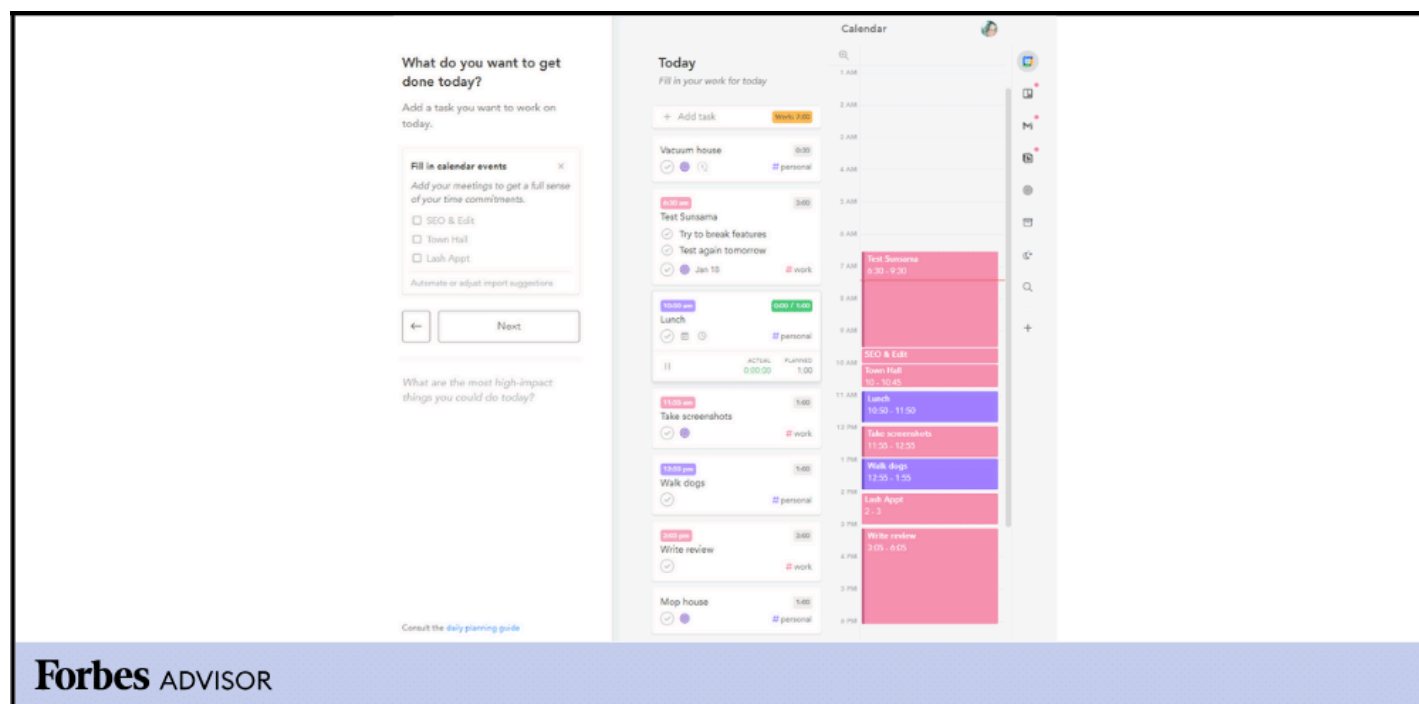


What Is Sunsama?

Sunsama is first and foremost a personal productivity app, but it can also work as a task management app for teams. In 2013, Sunsama was a scrappy startup that went through multiple prototypes of daily planners in an attempt to be a better version of Google Calendar. The team finally raised \$2.4 million in 2019 to launch and market the final product. Now, it's a private company with no venture capital as a buffer.

A no-frills approach to daily planning is what you can expect from Sunsama. All features are included in the one plan available, including:

- Drag-and-drop interface
- Integrates with Google and Outlook email and calendars
- Color coding for specific tasks or categories
- Time-blocking tools
- Reports on how you spend your time
- Channels to filter types of work or tasks
- Automatic scheduling for priorities
- Coaching to help with time management



Sunsama greets you with a menu on the left side to help you plan your day with tasks and events from other tools, which you can drag and drop onto your day's schedule.

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Free version available	Yes
Starting price	\$10 per user per month
Integrations	Salesforce, Adobe, Miro, Netsuite, QuickBooks, SAP

What Sets Sunsama Apart

Sunsama is a productivity app that includes tools to help you plan your day, week or month, but it also helps you find work-life balance. You add tasks to your calendar and then set the intended time for each task. Sunsama then calculates how much time you'll spend on those tasks and suggests moving some tasks that can wait to another day. It's different from similar apps in that it seems thoughtful about how it helps you prioritize tasks and protects your time.

Pros

There's plenty to like about Sunsama including how it helps you manage your daily, weekly and monthly tasks. It also offers tools to help you focus on the task at hand such as with a Pomodoro timer and focus mode. Sunsama recently introduced automatic status changing for Slack and Microsoft Teams when you go into focus mode. It's also easy to use as soon as you sign up thanks to the walk-throughs and intuitive, clean interface.

Cons

Although there's a 14-day free trial, there is no free plan. Additionally, the cost is a bit steep for individuals and teams. The only discount you get is if you pay for the app annually; every person you add to Sunsama costs the same amount monthly. There's also very little about Sunsama that's automatic; planning is manual. You have to add your tasks, plan the time you expect to spend on each task and choose the time block for tasks.

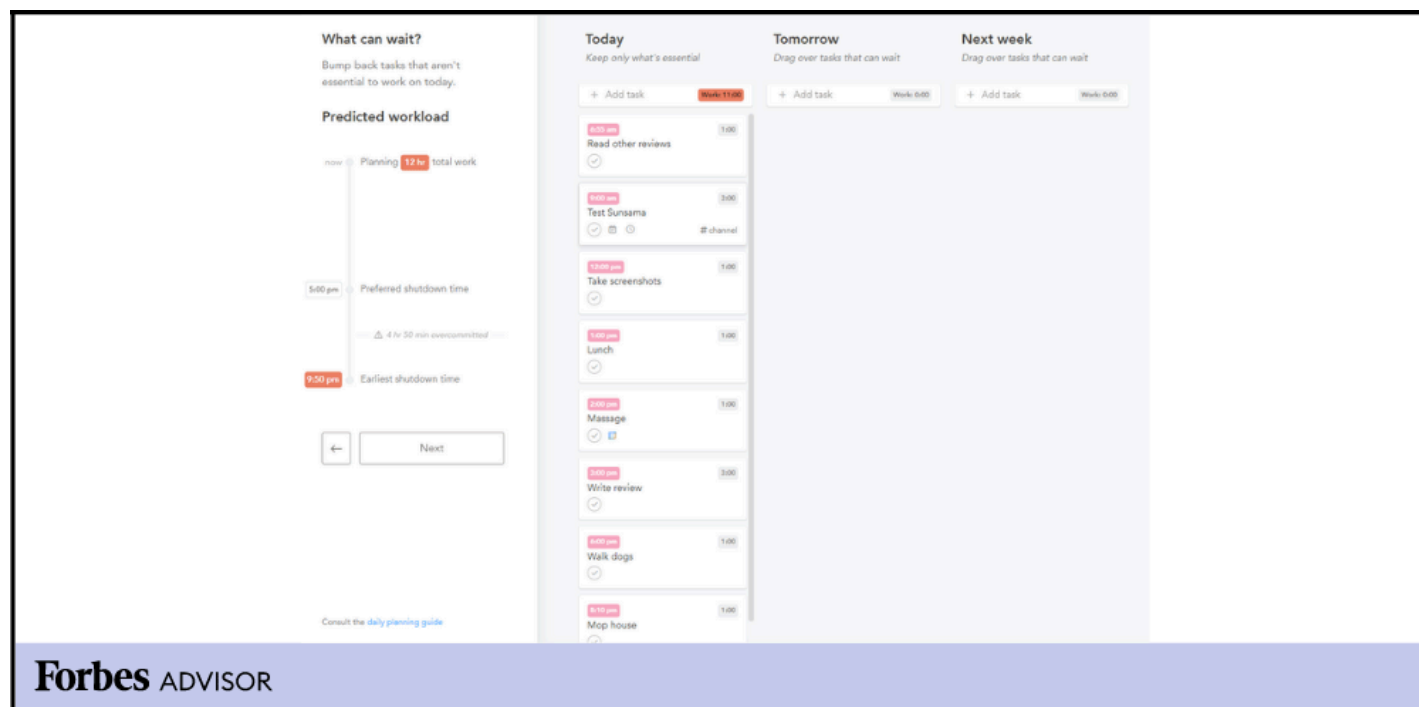
Sunsama Core Features

The main features of Sunsama are related to daily planning. It guides you through planning your day based on your tasks, priorities and time spent doing these tasks. You can create specific channels for the type of work you need to do, which act as filters in a way. Then it helps you focus as needed to get everything done. Sunsama's tools work together to assist you in successfully completing tasks while maintaining a healthy work-life balance.

Daily Planning

Starting Sunsama for the first time and each day begins with planning. I added each task I planned to do for the day including tasks I'd started before testing Sunsama. After I had everything (including personal tasks and an hour for lunch) added to the

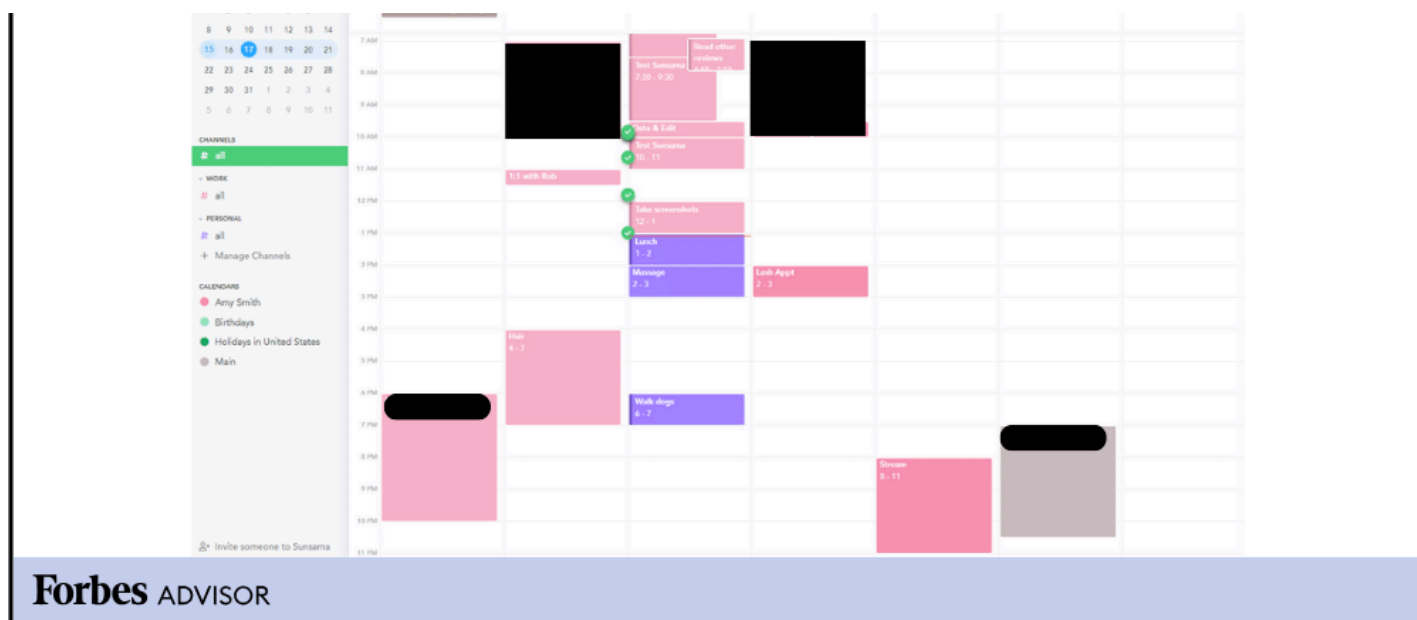
I like that there's a sanity check after you plan out your day. Tasks add up quickly and before you know it, the end of the day comes and you didn't finish any one task. Sunsama tries to prevent that at the start. There's even an estimation at the bottom of your tasks to let you know when your day officially ends (spoiler alert: I moved things to the next day, so I didn't have an 11:30 p.m. end-of-day).



After adding tasks to your day's schedule, Sunsama evaluates your planned hours and suggests moving tasks to another day.

Calendars

The Sunsama app is a calendar itself but it also connects to your calendars that you integrate. I didn't see a way to use Sunsama without a Google or Outlook calendar because that's what you use to sign up. The benefit of this connection is that Sunsama pulls in your scheduled meetings and appointments and you can turn them into tasks on the app. It also accounts for these blocked times when scheduling your day after you finish planning.

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Sunsama's calendar view shows you a week of events and tasks at a time by default.

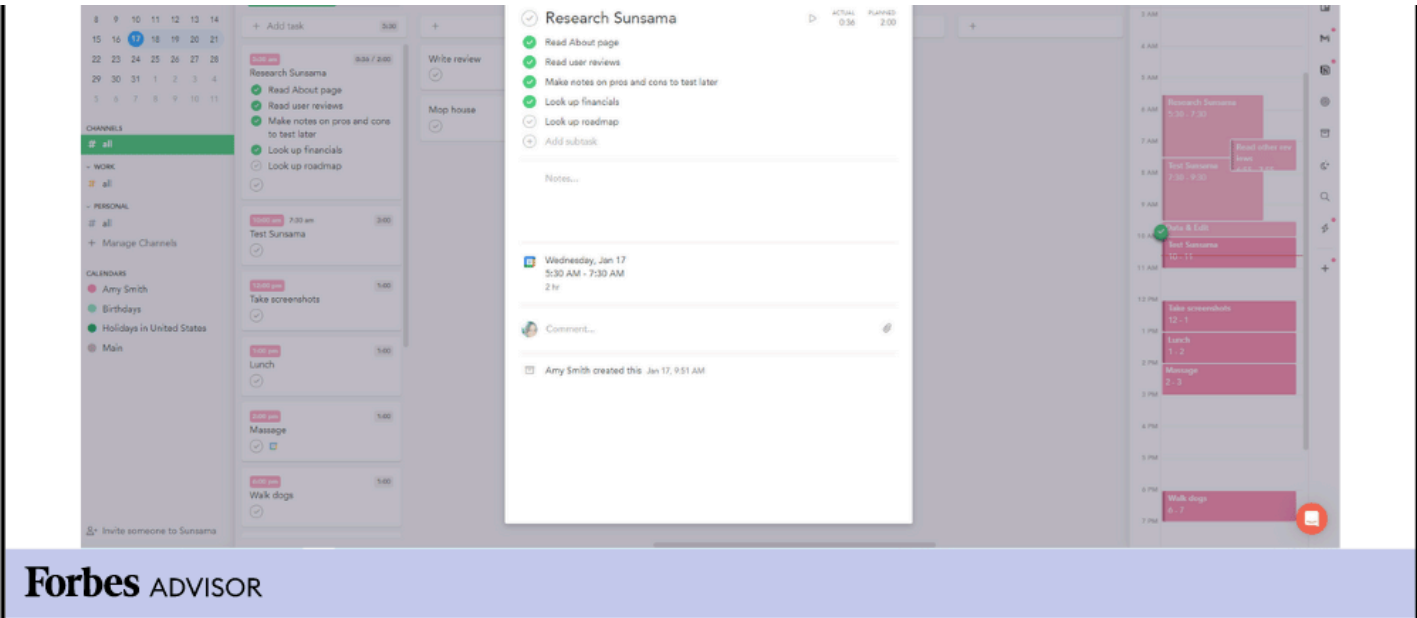
Task Management

You can create unlimited subtasks for each task you create. Plus, in each task window, you can add comments, mark off subtasks and see activity and timers for that task. You can also set up recurring tasks for the work you do each day or week. The task view shows you your week by default with a focus on the current day including subtasks. You can swap to the calendar view which shows you the forest rather than the trees.

There are a few things you can do from the task view when interacting with tasks. I added start dates, checked off subtasks and changed planned time from the board without clicking into a task. If you want to add notes, a comment or associate a task with an objective, you have to click into the task to do so.

Speaking of objectives, this feature may be what comes closest to project management for Sunsama. You can create weekly objectives and then tie tasks to each objective. Your objectives live in the right-side panel and include all the related tasks. It's a useful tool in that it consolidates your tasks, but it wasn't helpful beyond that. I created two objectives with tasks from different channels (work and personal), but the objective icon didn't match the colors I associate with those channels, which seems like an oversight. There isn't even a way to change the color of the objective icon in settings. It's a small complaint, but it is obviously missing a piece.

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Within each task window are options to add notes, comments, subtasks, timers and start and due dates.

Software Integrations

Although Sunsama doesn’t integrate with a ton of apps, it does the job well with each one (quality over quantity). You can easily pull in tasks, emails and appointments from Google or Outlook calendars and inboxes and tasks from Trello, Todoist, ClickUp, Notion and Asana. It also connects to Jira, GitHub, Slack and Microsoft Teams.

One of the latest features Sunsama offers is an automatic status update to your communication channels. You can set your app up to automatically change your Slack or Teams active status to a do-not-disturb status when you go into focus mode.

Sunsama Pricing and Plans

Starting Price (Billed Annually)	\$16 per user per month
Calendars	Google and Outlook
Task Management	✓
Subtasks	✓
Automated Scheduling	✓
Project Management	X
Reports	✓
Support	Email and live chat

Sunsama Paid Plan

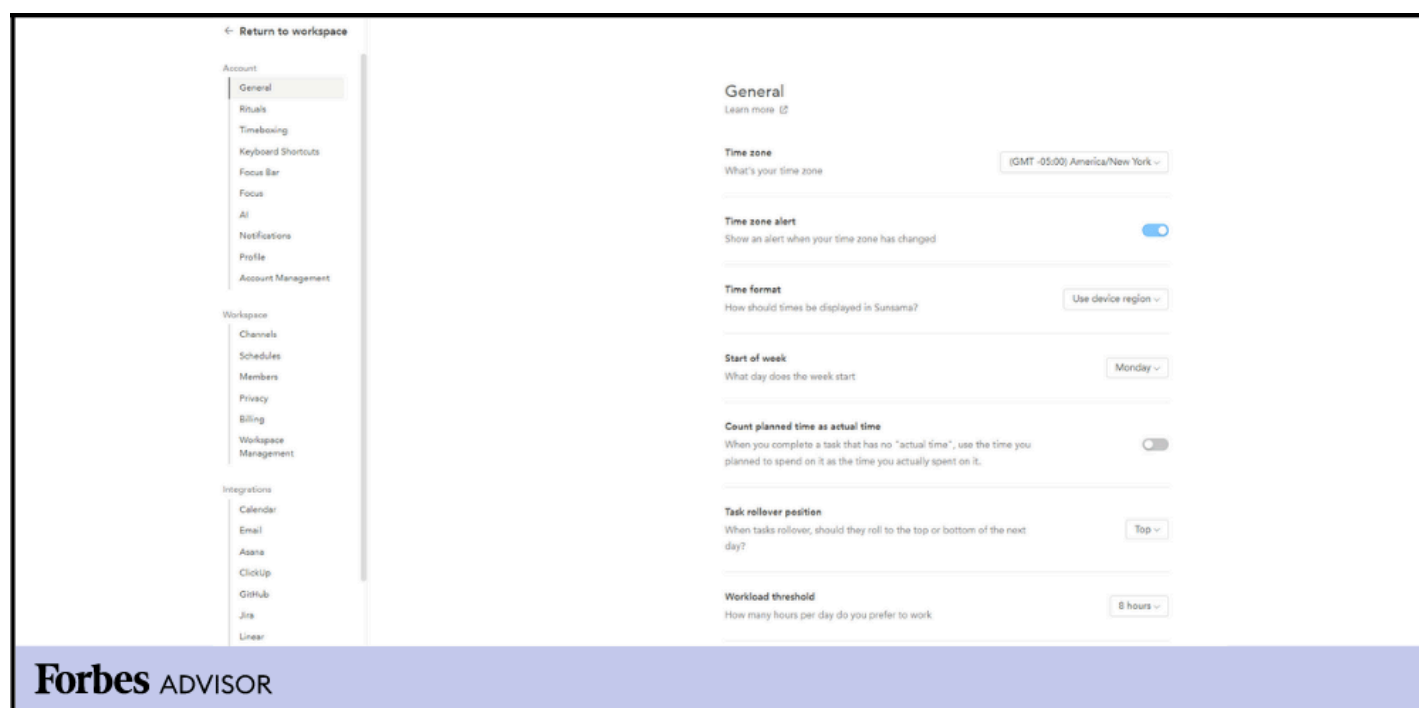
There are no tiers of paid plans for Sunsama; you have the option to pay monthly at \$20 per user or annually for \$16 per user per month. Regardless of which you choose, you get all the features Sunsama offers. There is no free plan, but there is a 14-day

Sunsama Setup and Customization

The key to getting Sunsama to work well for you is taking the time to set it up properly. I integrated a Google calendar at the start (you have to sign up with Google or Outlook, anyway), which showed my appointments from my calendar. I then added tasks I planned to tackle that day. Each screen walks you through what you need to do to plan your day.

Once you have your day filled with tasks, Sunsama shows how much time it predicts you'll spend on those tasks. You can stick with that plan or follow Sunsama's suggestions to move some tasks over to the next day, which you can do by dragging and dropping. And that's it as far as setup goes. If you want to change anything in the background, you have to go searching for it in settings. Sunsama doesn't walk you through settings changes unless you visit the help center.

As far as visual customization goes, Sunsama offers little beyond color coding and what you name each task. However, there are plenty of options in settings that allow you to block busy time (timeboxing), add gaps between tasks or meetings and show relevant calendars and events.



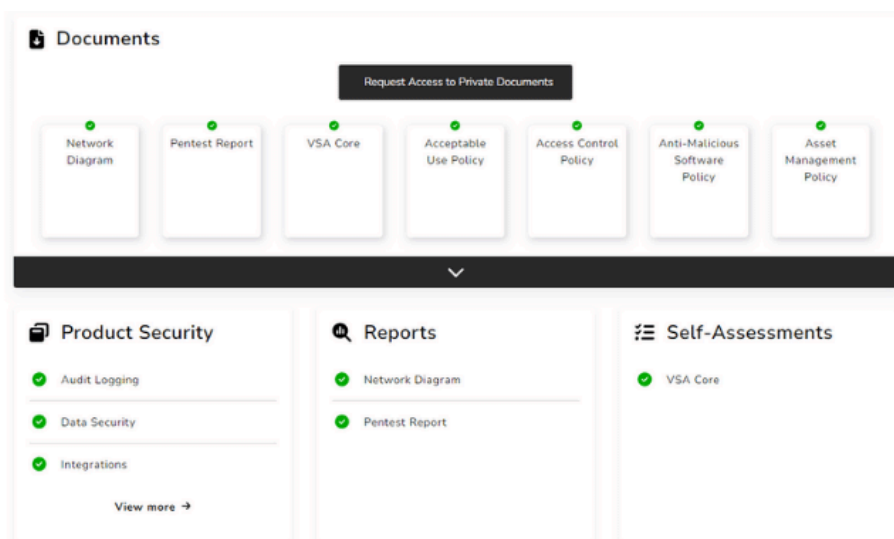
The settings menu includes many options to help you customize your experience in Sunsama such as through color coding and time format.

Sunsama Ease of Use

There's a lot about Sunsama that's easy to use. You can get started with the productivity app straight away with minimal setup. However, getting used to all the tiny icons and knowing what they're all for takes some time to learn. The most difficult part of Sunsama is remembering to start the timer when beginning a task. Sunsama reminds you to switch to another task that's lined up but it doesn't prompt you to start a timer (I'd love to see that as a reminder/notification).

Sunsama Security

Sunsama employs multiple security practices to keep your account and data safe. The app logs you out every day, so you must log back in, no unencrypted data is stored and you have role-based access as admin of your account. Also, because you likely integrated your Google or Microsoft account, you have a single sign-on to Sunsama, so your account cannot be accessed without that authorization.

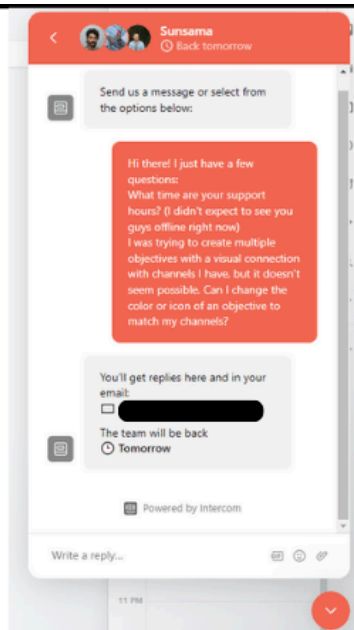
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The Sunsama trust center exists on its website and includes documentation about all of the security features.

Sunsama Customer Service and Support

Sunsama offers a comprehensive help center with easy-to-read documentation. To get live support, you have to use the in-app chat to contact an agent or send an email. Support hours are 9 a.m. to 4 p.m. ET on weekdays, but this is unofficial and there's an explanation forthcoming. I sent a message to the support team toward the end of a weekday and got an automated response that an agent would respond by the next business day.

True to their word, the support team did get back to us the following day but it was just one person: Alex. They're the only person providing support and says he does so during his personal hours. The response was helpful: They explained that color-coded objective icons don't exist. However, they also turned my question into a feature request.

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A live chat window shows the hours of support and an automated response if you contact support after regular business hours.

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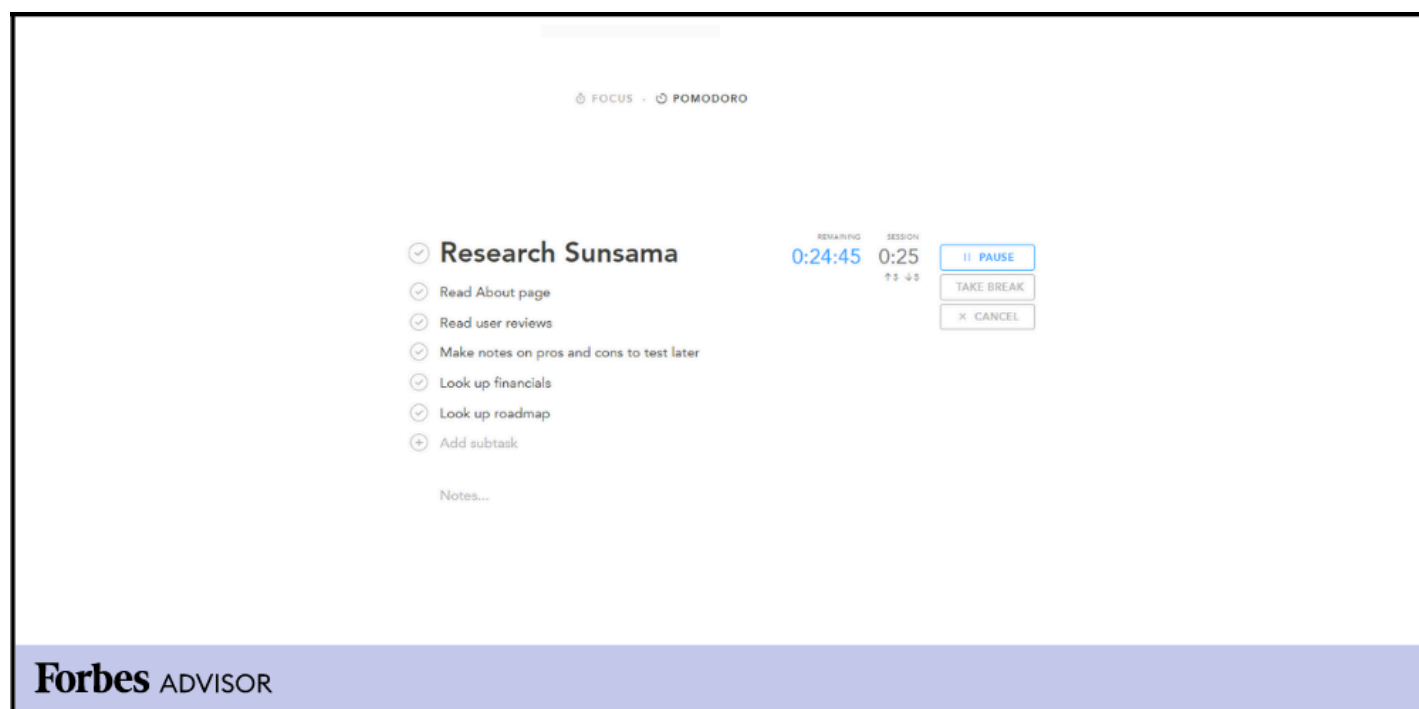
While Sunsama's core features are enough to help you manage your time and tasks, the app's additional features make it even better. The Pomodoro timer, focus mode, two-way data synchronization and analytics make this one of the best productivity apps in the industry.

Timers

One of the ways to make Sunsama work best for you is to use the timers for your tasks. To get the most accurate information used in your app's analytics, you must track the time spent on each task. There are two types of timers you can use.

I tried the Pomodoro timer, which uses the method of working for a set amount of time and then taking a short break. So, I spent 25 minutes on testing or writing and then took a five-minute break before getting back to work. It's a good way to break up the work of a task so it doesn't feel gargantuan.

The other timer is a standard timer you can use in the focus mode or while still on the app screen. It simply tracks the time you spend working. The focus mode is useful because it hides all the other tasks you have on your calendar; out of sight, out of mind. What was lacking was notifications to start the timer. I had to keep the timer top of mind, or I risked not having an accurate count of the time I spent on each task. It's guaranteed that I missed a few timers for some tasks.



If you enable focus mode, all you can see on your Sunsama app is the task you're currently working on and the timers.

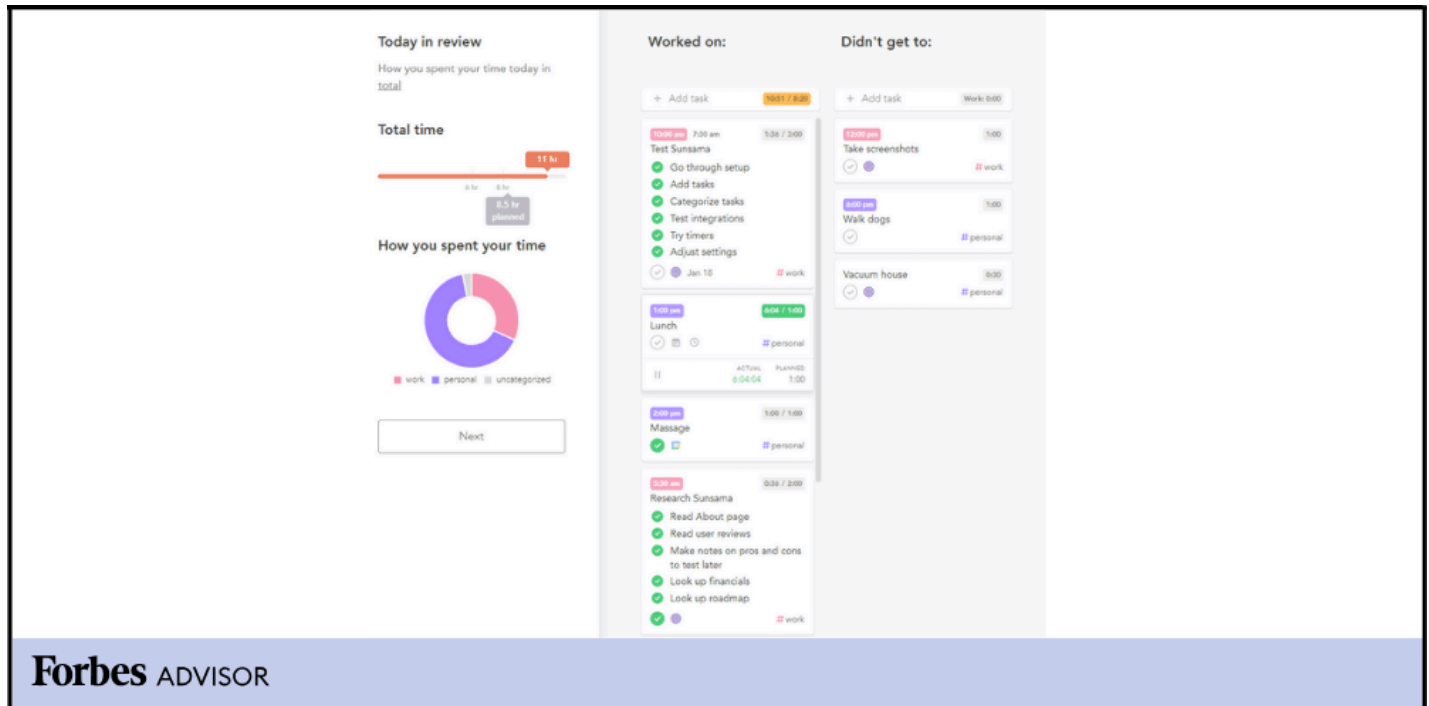
Two-Way Sync

A lot of productivity apps offer integrations with popular calendars, project management systems and CRMs, which is great but they often only sync data one way. Sunsama pulls data in from your calendar, but it also pushes the data back to your calendar. This was helpful for me because I have other apps that put appointments and events on my daily calendar automatically. I was never double-booked while using Sunsama.

Reports

Retrospectives are important in many industries and methodologies so it stands to reason they would be good to do for personal productivity. Sunsama incorporates this idea of doing a retrospective every day when you shut down. The app encourages you to reflect on your day and write a journal entry.

lunch and work. It helped to see when I was a bit overworked or when I spent too much time on personal goals.



Once you end your day, Sunsama shows you how you spent your time based on tasks and the categories or channels you assigned to each task.

Sunsama Alternatives and How They Compare

	Sunsama	Motion	Reclaim	Todoist
Starting Price (Billed Annually)	\$16 per month	\$19 per month	\$8 per user per month	\$4 per month
Free Trial	14 days	Seven days	Free plan	Free plan
Task Management	✓	✓	✗	✓
Calendars	Google and Outlook	Google, Outlook and iCloud	Google	Google
Email Assistant	✗	✓	✗	✗
Software Integrations	✓	✓	✓	✓
Reporting	✓	✗	✓	✗
Support	Email and live chat	Email and live chat	Email, live chat and Slack	Ticket

Comparing Sunsama to other productivity apps doesn’t come down to just one feature or one benefit or drawback. Many of the productivity apps on the market are so nuanced that you could use more than one and get something out of both. Choosing the right productivity software for you or your team comes down to what problem you’re trying to solve.

Sunsama vs. Motion

Sunsama and Motion are priced high for this type of app and neither of them offers a free plan. You can test drive either one to see if it’s right for you. The biggest differences between the apps come down to how you use them. Motion is more of a hands-off solution with auto-scheduling and AI-assisted suggestions. Sunsama requires you to manually schedule your day but it also offers timers and analytics so you can reflect on how and where you’ve spent your time.

Sunsama vs. Reclaim

On paper, Sunsama and Reclaim are similar. They both offer personal and work task management, time blocking and analytics. Reclaim is half the price of Sunsama but you can only use it for Google Calendar (not Outlook) and it’s only available as a web-based app. Sunsama offers more integration options, a mobile app and multiple views of your day, week and month.

Sunsama vs. Todoist

In a comparison of Sunsama vs. Todoist, the key factor comes down to curation. Sunsama offers a thoughtful approach to time management through two-way data synchronization, end-of-day reflection and daily planning. Todoist is inexpensive compared to Sunsama and it offers a free plan, so it’s great for those who want a simple to-do list with task management and collaboration tools.

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Yes

Starting price

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Integrations

Salesforce, Adobe, Miro, Netsuite, QuickBooks, SAP

Who Is Sunsama Best For?

for teams that want to work together to complete tasks and hold one another accountable with daily check-ins of what they did (or what will wait until tomorrow).

Our Expert Take

I was impressed with how easy it was to set up and start using Sunsama. At first, I thought it might be overwhelming to use a daily digital planner that requires you to plan your day first thing but it turned out to be a good habit to get into. I found that I finished tasks on time but I was still able to create a good balance between personal and work projects using the task management, timers and analytics. The end-of-day snapshot to see where my time was spent was huge in helping us see how I spent my time and feel good about crossing tasks off my list.

Frequently Asked Questions (FAQs)

- + **What is Sunsama used for?**
 - + **How do I use Sunsama for ADHD?**
 - + **Can I use Sunsama for free?**
-

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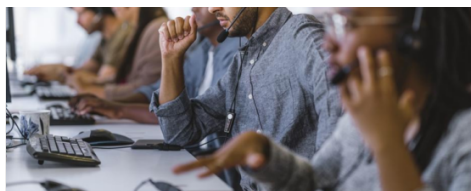
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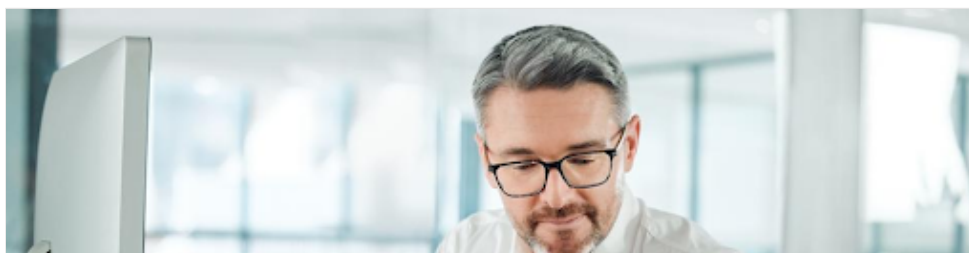
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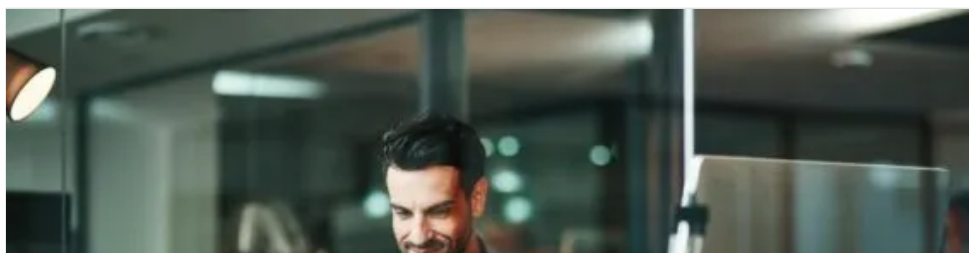
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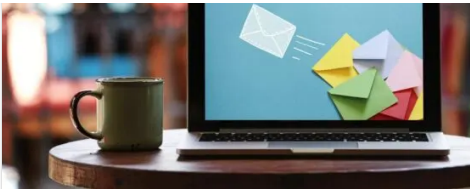
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