

# THE 100

Building Blocks for  
Business Leadership

# D2

Productivity Tools

**TOM SALONEK**

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## How to Use this Download

- The tools listed here are free or reasonable.
- This list will be updated from time to time with my latest favorite productivity tools.

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## Productivity Tools

Tools	Purpose	Website
Evernote	Great tool for saving notes and ideas. Also, allows collaboration/sharing notes with a team, setting reminders, etc.	<a href="http://www.evernote.com">http://www.evernote.com</a>
Evernote Clipper	An add-on for browsers and gmail that allows clipping parts of a webpage or email to Evernote.	<a href="https://evernote.com/webclipper">https://evernote.com/webclipper</a>
iCloud	iCloud does other things like backup but the connection to Outlook allows keeping appointment and tasks sync'd across iOS devices and Outlook.	<a href="https://www.icloud.com/">https://www.icloud.com/</a>
LiveScribe	Transcribes written notes into searchable text and with the LiveScribe Sky version sends notes over WiFi to Evernote	<a href="http://www.livescribe.com">http://www.livescribe.com</a>
Outlook	Microsoft's tool for calendar management, tasks, and contacts.	<a href="https://products.office.com/en-us/outlook">https://products.office.com/en-us/outlook</a>
RoboForm	Password manager that synchronizes across devices	<a href="http://www.roboform.com">http://www.roboform.com</a>
Slack	Slack brings communication together in one place. It also has archiving and searching of artifacts/documents. And has real-time messaging.	<a href="http://www.slack.com">http://www.slack.com</a>
SugarSync	Synchronizes files across multiple computers. With app, allows access from tablet or phone.	<a href="http://www.sugarsync.com">http://www.sugarsync.com</a>
Triplt	Email travel confirmations—hotel, airlines, car rental, attractions, etc.—and Triplt will organize your itinerary. The Pro version has lots of extra features/benefits for the frequent traveler.	<a href="http://www.tripit.com">http://www.tripit.com</a>

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