

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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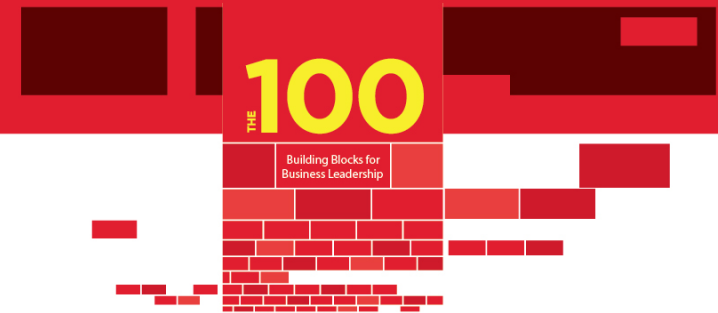
Productivity Tools

Tools	Purpose	Website
Evernote	<p>Who couldn't use a little extra memory? Evernote is like a personal note-based memory that can be easily categorized and searched. It's all backed up to the cloud so no worries if your machine crashes.</p> <p>There are apps across all devices, so a note saved on the PC is available on an iPad or smart phone. Notes can be text, audio, pictures, or a combination</p>	http://www.evernote.com
Evernote Clipper	Evernote Web Clipper makes it easy to scrap things off the web to save for later	https://evernote.com/webclipper
iCloud	iCloud does other things like backup but the connection to Outlook allows keeping appointment and tasks sync'd across iOS devices and Outlook.	https://www.icloud.com/
LiveScribe	If you're a natural notetaker, LiveScribe backs up notes to the cloud or puts them in Evernote. It also transcribes them, so while the notes look exactly like you wrote them, they are searchable and backed up.	http://www.livescribe.com
Outlook	Microsoft's tool for calendar management, tasks, and contacts.	https://products.office.com/en-us/outlook
Roboform	<p>Heard the joke about the guy who couldn't get into heaven because he forgot his password? Don't be that guy (or gal)! Use Roboform to create and save passwords that are secure.</p> <p>You also can complete online forms with a push of a button with multiple personas. For example, with a work persona, Roboform will supply my work email, address, or other information like business credit card. Similarly, if I fill in with a home persona, my personal information is provided.</p>	http://www.roboform.com

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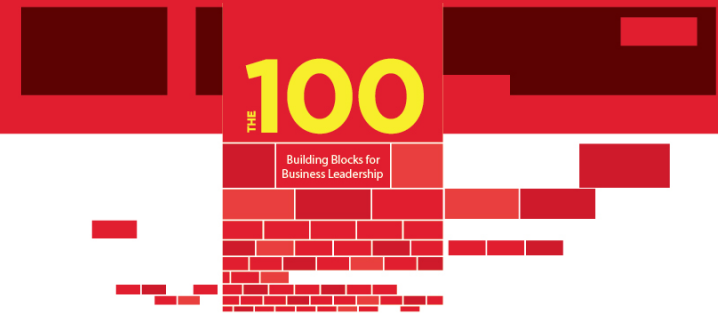
Productivity Tools (continued)

Tools	Purpose	Website
Slack	Slack brings communication together in one place. It also has archiving and searching of artifacts/documents. And has real-time messaging.	http://www.slack.com
SugarSync	<p>This sweet little app effortlessly keeps documents in sync across multiple devices. For example, a spreadsheet updated at work then later accessed on my home laptop is automatically in sync thanks to SugarSync.</p> <p>It does this through cloud backup. And with the SugarSync mobile app, you can access the cloud file and view or forward it via email.</p>	http://www.sugarsync.com
Triplt	Organize trip information simply by forwarding confirmations from your email addresses to Triplt. It uses intelligence to group together flights, hotels, car reservations, entertainment events, etc. into a single itinerary.	http://www.tripit.com
FollowUp.cc	<p>This service provides email reminders to your email address with the original email you've sent to someone else. For example, bcc: oneweek@followup.cc on an email to someone who reports to you. You'll be reminded in one week with the original email message.</p> <p>This is a great tool for personal reminders or reminders when you've delegated a task to someone and want to ensure they follow through.</p>	https://followup.cc
Expensify	There are both web and mobile versions of this application, which is a fast and easy way to complete expense reports.	https://www.expensify.com

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Productivity Tools (continued)

Tools	Purpose	Website	
Amazon Echo & iPhone Siri	<p>Both of these handy little tools are voice activated and driven. Amazon Echo is an intelligent device with microphones and a speaker that's tied to the cloud. It's meant for the office or home or wherever. I can ask the weather for the day, set a reminder, add an item to a shopping list, play a song, among other services.</p> <p>This sometimes gets gnarly at our house because one of the devices is called "Alexa," which is a bit close to "Lexi," our dog's name. If we say "Lexi, Sit!" in Alexa's "hearing" range the poor dear gets confused.</p> <p>With Siri, which is built into the iPhone, it's a safe way to set a reminder or a timer with voice activation while on the road.</p>	https://www.amazon.com/echo	
Pocket	<p>Found a great web page at the wrong time? Pocket is a browser plug-in and mobile app to easily mark web pages for reading later. After installing the free plug-in from Pocket, there's a down arrow. Press it and you can save web pages to read offline. Pocket is great for preparing for a flight or car ride without internet connectivity.</p>	https://getpocket.com	
Free Google Tools	<p>This is probably too obvious to mention but Google offers multiple tools that are extraordinarily handy (and free). These include:</p>	https://www.google.com/intl/en/about/products	
	<p>Apps — Gsheet, Gdocs, and Google Drive.</p>	<p>They allow collaborative editing by various people (whether it's a work document or a family's grocery list). There's a windows plug-in to sync files from cloud drive to PC.</p>	https://gsuite.google.com/
	<p>Google Voice</p>	<p>One of the original voice mail to text translation services, includes a multiple phone ring sequence; active ring hours; and it allows VOIP on computer, phone and tablets.</p>	https://voice.google.com/about

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Productivity Tools (continued)

Tools	Purpose	Website
Free Google Tools (continued)	Google Hangouts or internet video calls.	https://hangouts.google.com/webchat/start
Additional Tools	If you still have enough energy to do a little reading before going to sleep, here are a couple of bonus apps to consider:	
	F.lux Removes blue light and automatically dims your computer screens as the sun sets to ease eye strain and improve sleep cycles.	https://justgetflux.com/
	Twilight Twilight works like F.lux but is specifically for mobile devices. Twilight is easy on the eyes, particularly if you like to read on a tablet at night before nodding off.	https://twilight.urbandroid.org/

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