

***RECOMMENDED APPS THAT
LET YOU DO MORE AND
SAVE A HUGE AMOUNT OF TIME***





Business owners and professionals can easily get caught up in a flurry of activities. They end up very busy but not quite productive. Technology has made work easier and faster but productivity pushes for work to be even faster. So, it's not enough that you use software, you should find the right tech tools to improve productivity. To help you and your team beat the drag we have shared time-saving productivity apps in this article.

How important is saving time?

Research by Bain & Company reveals that the average company incurs over 20% loss in its productive capacity. They identified certain processes and structures which they call organizational drag as the cause. These drags take up valuable time and prevent employees from getting things done as quickly as they could.

Productivity is largely time-based, although it goes beyond just doing things fast. Time is a limited resource because the world is constantly changing. So, if you waste time on a project your results may no longer be relevant by the time you are done. Time-saving productivity apps can help you get organized, avoid distractions and analyze your work habits.

Time Saving Productivity Apps

Todoist

You can easily create to-do lists on this app. Then you group the items in the list by projects and expand each project into tasks and subtasks. For each item, you can fix a deadline and get reminders when due. What's more the app allows you to collaborate with your team remotely.



There are free and paid versions of Todoist available. You can install the app on your smartphone or computer.

[Get Todoist](#)

Evernote

Sometimes it's easier to type a digital note, other times only a pen and paper would do. This app helps you collect and organize handwritten and digital notes. You just need to take a picture of your handwritten note and upload it to the app and it becomes as smart as a digital note. The app is available for iOS and Android. It syncs across devices so you don't have to worry about transferring data from device to device.

[Get Evernote](#)

Zirtual

This app provides you with a virtual personal assistant. What the platform offers you is the service of a remote virtual assistant. With a few instructions, the assistant helps you reply to emails, plan trips, manage your schedule. With Zirtual your mundane and repetitive tasks go to a highly capable personal assistant.

[Get Zirtual](#)

Toggl

This app is a time tracker that's easy to use. Toggl keeps a record of how much time you spend on web-based work activities. It generates a custom report of your workflow and saves time creating one yourself. It also allows you to easily spot time-wasting activities and inefficiencies. Toggl is available



for browser, mobile and desktop. It is free for teams of five or less.

[Get Toggl](#)

Calendly

Calendly helps you schedule meetings without wasting time sending emails back and forth. All you need to do is sync the app with your calendar and choose times of availability. You can even set up time slots for each meeting. It is available in free and paid versions and is available

[Get Calendly](#)

Slack

Slack is a team messaging platform and it's ideal for remote workers. It allows instant messaging and other features like file sharing and video calls. There is a free version of the Slack app that's great for small teams. Large companies will need the paid versions from £5.25 per month.

[Get Slack](#)

Pocket

Sometimes you go on the internet looking for one thing but stumble on an interesting resource. Pocket allows you to save web pages so you can revisit them later. You can organize the pages into categories and build a library of resources. The great thing about this app is that it prevents you from going off track while you work.

[Get Pocket](#)



Hootsuite – easier social media management

Social media is an important marketing tool, one that takes a lot of time to manage effectively. Hootsuite is a tool for scheduling posts across their social media channels. It is great for planning campaign content and examining it for loopholes.

[Get Hootsuite](#)

Trello

Trello is a project management app. It is simple and easy to use for personal or collaborative projects. The app is based on the Kanban board philosophy which gives a pleasing visual layout of your project. Trello notifies collaborating members anytime something changes on the work boards. It saves time and energy that would have been used to send emails instead.

[Get Trello](#)

Stay Focused

If you struggle with distractions while working, Staying focused can help you imbibe some level of discipline. The app is a self-policing tool that you can use to block access to certain sites and apps during work hours. It also allows you to set a limit for how long you stay on social media.

[Get Stay Focused](#)

Process.st

This app saves you time in training your employees on every new task you assign to them. It is an advanced checklist tool that you can customize with guidelines for tasks. Each step is checked off by the employee as they follow



the guidelines.

The app comes with process templates that you can edit to suit your needs.

[Get Process.st](#)

Forest

Forest is a mobile app that tries to make you less distracted by your phone. When you are ready to work, you open the app and plant a tree. The more time you stay away from your phone the bigger the tree grows. If you exit the app the tree stops growing. The app rewards you with virtual coins that you can donate to real-life tree planting programs.

[Get Forest](#)

Notion

Notion tries to combine a few different productivity apps into one. It allows you to create and share documents, store files and information. It also features project management tools like kanban boards and calendars. The app also allows live collaborations. You can get it in free and paid versions.

[Get Notion](#)

Habitica

If you enjoy playing games, you will find being productive fun with Habitica. The app lets you create an avatar that receives points and bonuses when you tick off items on your to-do list. You can use the preset to-do lists or create your own.

The more points you get the stronger your avatar becomes and when you are strong enough you can fight monsters in the game with other users.

[Get Habitica](#)