

## **Abstract:**

Working from home is awesome and relaxing too as we get the lovely dishes of our home to eat, just no time bound and boss pressure, until our pet throws up on our computer and, our neighbour, who we can only assume is building a time machine, starts firing up all sorts of power tools and noisy machinery.

Visualizing the present situation, we can see the whole World is witnessing the impact of COVID- 19 on all facets of life, in all countries and in all industries. No one is certain about how much and how long the impact of the pandemic will last on the global economy.

So, in this particular article we will see how we can work more productively and better from our homes by staying safe as I will be sharing some android applications present in both google play store and iOS to work better with more zeal and enthusiasm.

## **Introduction:**

The coronavirus outbreak worldwide has led to a situation wherein social distancing and self-isolation have become a necessity, and this has led people to the confines of their homes and work remotely.

Telecommuting often requires using technical applications such as online meeting, communication and team collaboration platforms for professional workers, and then as all schools and colleges are shut down for undefined period so a good, communicating learning platform is also mandatory in order to not affect the regular academic curriculum. Moreover, keeping our body fit in absence of gyms or trainers is quite hard for us. We are able to develop technical skills that we may not typically use in a physical workplace. For some, it can be quite a challenge but fortunately, technology has made it simpler. Be it video conferencing, sharing files, keeping track on calendars, there's an app to enable work from home.

## List of Apps:

Here we list out 30+ apps that can be useful for those who might be working from home along with their description and drawbacks we may face while using it:

**1. Doodle:** Doodle is a smart tool that allows its users to find the best date for anything we are trying to schedule with a group of people.

*Features:*

- One can create polls, invite others to participate in them and get their feedback on any particular topic/project.
- It's an ideal app to get quick feedback from colleagues and it's an absolutely free to use for all.
- It mainly works seamlessly with all of our devices. So, we can access our work calendar app and Android schedule from anywhere. That means being mobile and in control of our daily appointments is easy.
- With us, we'll move from work to play without losing the plot, or spending unnecessary amounts of time trying to find dates that suit everyone on our invitation list.

	Apr 15 SAT	Apr 20 THU	Apr 21 FRI	Apr 24 MON
Jille Duffy (You)	✓	✓	✓	✓
Maria	✗	✓	✓	✗
Leslie	✓	✓	✓	✗
3 participants	2	3	3	1

*Drawbacks:*

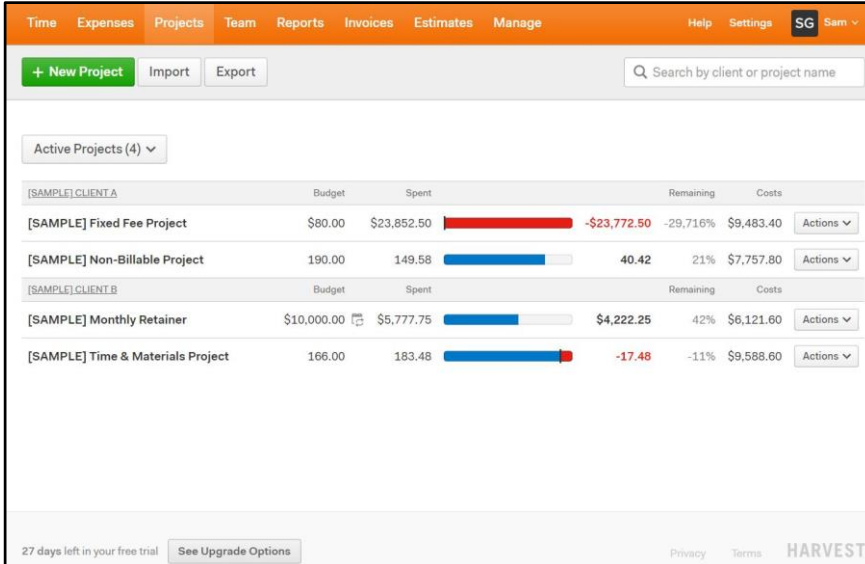
- There's really nothing much to complain about this app as it's a simple designed platform that accomplishes its goal.
- According to the user, some potential updates can be taken into consideration hoping it would be adding "most commonly used emails," though, that would be helpful.

- Another idea is to build in some sort of Skype, Hangouts, or FaceTime feature if an individual is unable to attend at the appointed time.

## 2. **Harvest:** This app comes in really handy which allows to track time and log expenses, invoice clients, and collect payments via Stripe or ACH.

### *Features:*

- We can also manage invoices using this app.
- The app allows us to take images of receipts and keep a track of expenses we made.
- One can also monitor the time taken by the colleagues on certain projects and stay up-to-date.
- Intuitive interface design that's obviously been user tested and refined.
- Every button and feature is exactly where we'd expect it to be.



The screenshot shows the Harvest software interface. At the top is a navigation bar with tabs: Time, Expenses, Projects (selected), Team, Reports, Invoices, Estimates, and Manage. To the right of the tabs are links for Help, Settings, and a user profile (SG Sam). Below the navigation bar are buttons for '+ New Project', 'Import', and 'Export', along with a search bar labeled 'Search by client or project name'. The main content area displays 'Active Projects (4)' and a table of projects. The table is organized by client, with sections for '[SAMPLE] CLIENT A' and '[SAMPLE] CLIENT B'. Each project row includes columns for Budget, Spent, Remaining, and Costs, along with a progress bar and an 'Actions' dropdown menu.

Client	Project	Budget	Spent	Remaining	Costs
[SAMPLE] CLIENT A	[SAMPLE] Fixed Fee Project	\$80.00	\$23,852.50	-\$23,772.50	\$9,483.40
	[SAMPLE] Non-Billable Project	190.00	149.58	40.42	\$7,757.80
[SAMPLE] CLIENT B	[SAMPLE] Monthly Retainer	\$10,000.00	\$5,777.75	\$4,222.25	\$6,121.60
	[SAMPLE] Time & Materials Project	166.00	183.48	-17.48	\$9,588.60

At the bottom of the interface, there is a footer with the text '27 days left in your free trial', a 'See Upgrade Options' button, and links for 'Privacy' and 'Terms'. The Harvest logo is also present in the bottom right corner.

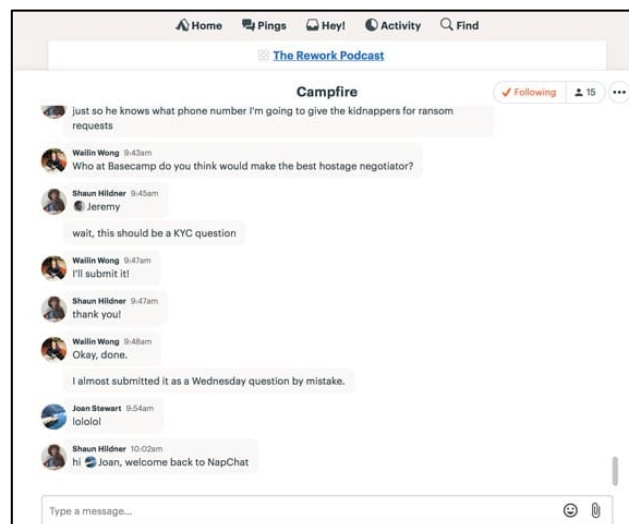
### *Drawbacks:*

- Because it is such a stable piece of software, so most of the time it gets very slow whenever we try to add new features, and certain areas of the user interface feel dated.
- According to some reviews, people say that it could use more customizing of expenses and taxes so that they can be able to add fees to invoices that are not taxes - like mark-ups for Stripe fees.

### 3. Basecamp 3: A real-time communication and collaboration app, which can be useful for those working from home is Basecamp 3.

#### *Features:*

- It allows teams to stay on the same page; it's less for traditional project management tasks (e.g., resource planning and long-term scheduling).
- With to-do-lists, calendaring, due dates and file-sharing, Basecamp provides a way for teams to keep track of priorities and actionable items.
- It has a message board, chat room, and a file organiser as well.
- The app has a free but limited version and a paid version that costs \$99 per month, which gives access to everything the app has to offer.



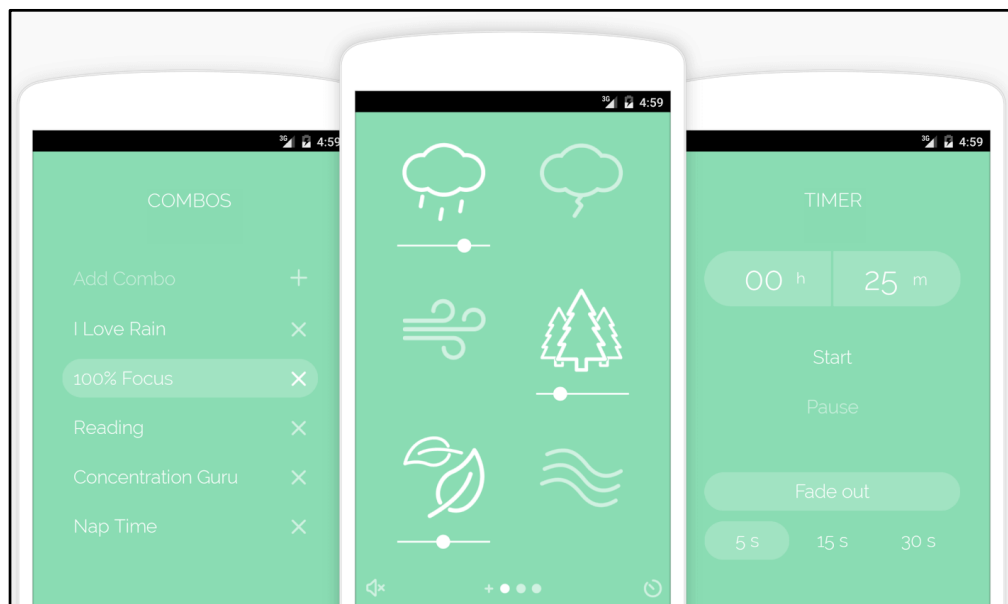
#### *Drawbacks:*

- One of the major drawback of this app is that the different versions of Basecamp have different features. For example, the version we use does not allow for time tracking. While this is not necessary, as we don't bill out by the quarter hour, it would be a nice feature that would allow us to better understand how long certain tasks are taken by team members to complete. If Basecamp had universal features across all versions, this would be a miracle solution.
- Secondly, we can only view one person's task list at a time to see what they have overdue, what is on deck for the day and what tasks are upcoming. If we need to have multiple team members on the project, there is no easy way to see a quick overview of where everything stands aside from looking the actual project folder.

**4. Noisli:** While we are left with no choice but to be fully concentrated in an office space, at home we might be slacking off. In such a scenario, Noisli is an app that produces ambient sounds to help us focus.

*Features:*

- It produces the background noise and colour generator for working and relaxing, and also high quality ambient sounds to help us focus while working and to boost our productivity.
- It also drowns out noises and helps us to concentrate better in our work culture.
- It is mainly used to drown out annoying noises in order to better concentrate and to enhance productivity, or to create a pleasant audio environment for relaxing or sleeping.



*Drawbacks:*

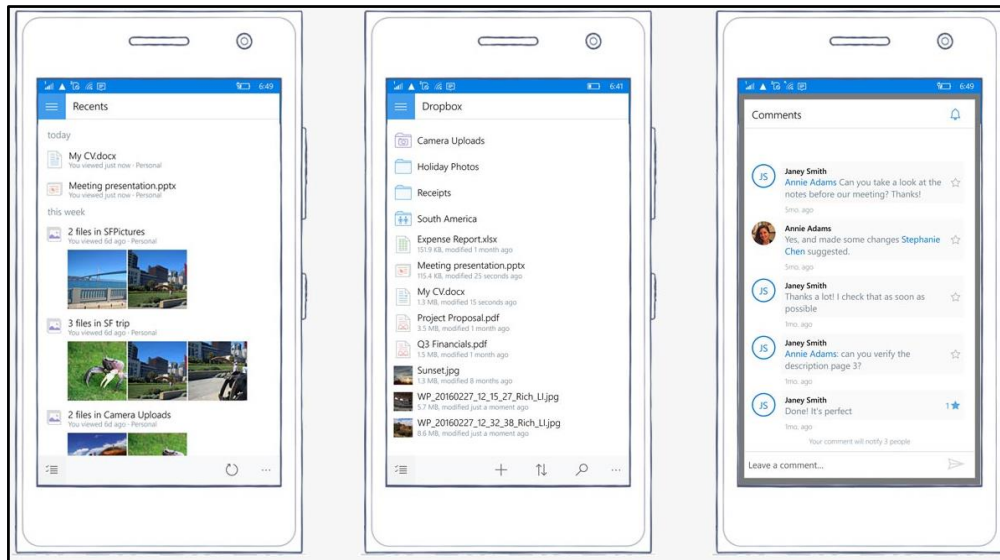
- No doubt it is an awesome app for relaxation but at times it should limit its white noise options.

**5. Dropbox:** Dropbox is the most popular cloud storage system on the market and it continues to improve its features.

*Features:*

- Dropbox allows users to move files, such as images and video, off their computers and onto a database in the cloud.
- Furthermore, it lets users to have save space and share files quickly.

- When it comes to recovering a file, users want a simple process to retrieve their data. Rest assured, Dropbox makes the procedure very easy as it requires absolutely no technical know-how or live support.



### *Drawbacks:*

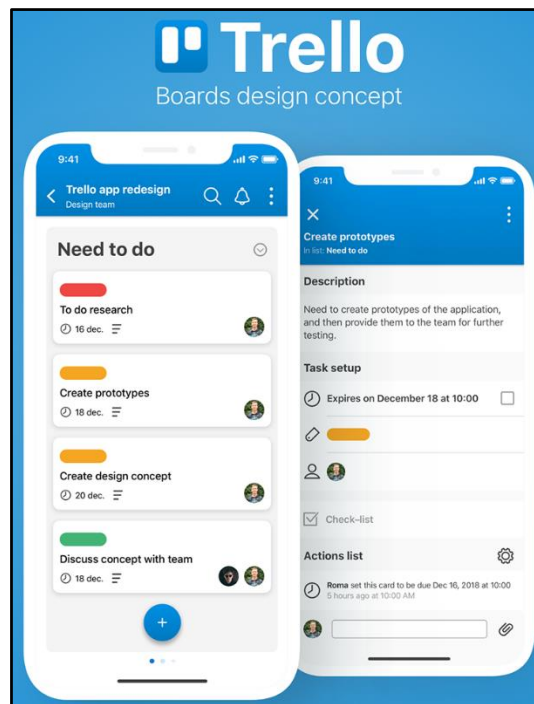
- For a company, the biggest Dropbox concern is related to the notorious hackings of Dropbox as the type of things businesses store on the cloud are usually the most likely thing targeted and exploited.
- Also, not every user at an organization is going to take the necessary steps to protect their Dropbox account properly.
- Be it weak passwords or mishandling of file storage, all it takes is one team member to error for valuable data to be exposed.
- So, until they offer a more complete end-to-end encryption, people will be nervous to store something sensitive on the Dropbox cloud.

**6. Trello:** Trello is a project management application that utilizes Kanban boards (which represent projects), cards (which represent tasks), and lists (which can be used to track the statuses of different projects) to move tasks or organize our resource materials in real-time.

### *Features:*

- This app lets us manage multiple projects simultaneously through visual ticklers as we can see who's working on what as well as what the statuses of tasks and projects are.

- It can help us track our entire work progress from start to finish.
- It lets our teams work more collaboratively so that we can get more done.
- It also integrates with key software such as productivity apps, email apps, time tracking apps, and IM apps.
- Creating issues and assigned someone to those issues are simple and easy.
- Adding a new member is easy. We can not only add an existing user to our board but also invite new users by type in emails.



#### *Drawbacks:*

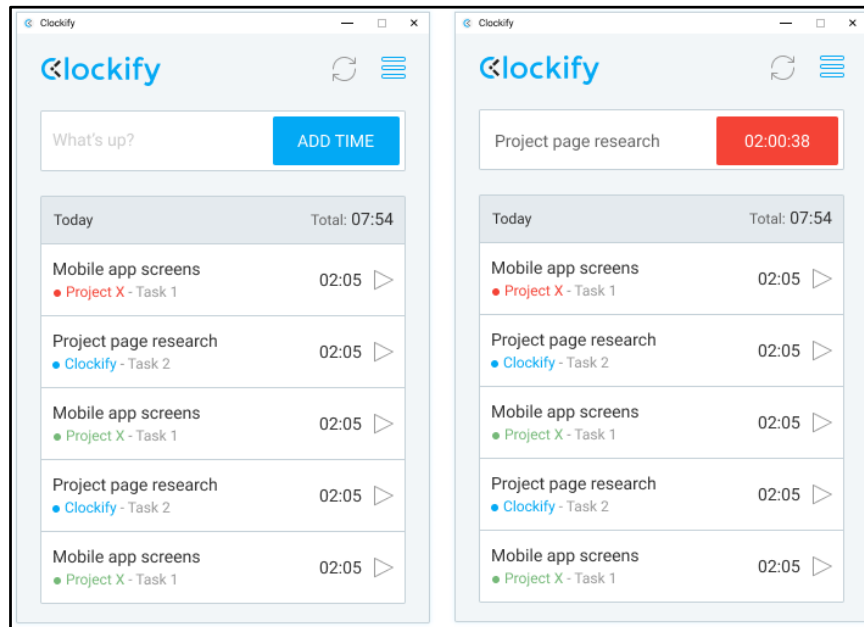
- No Gantt (project bar chart) is present.
- Can't write documents or wiki about boards, only simple description.

**7. Clockify:** Clockify is a time tracking app that lets our team track their work hours and it is available for Web, Windows, Linux, mac OS, iOS, Android, Firefox, Chrome.

#### *Features:*

- We can even view what our teammates are currently working on, by glancing at the “Dashboard” section of the app.
- Once the team is done working, we can all generate reports and identify who worked when, on what, and for how long.

- The team can not only set their hourly rates, and track billable time, but also track non-billable time, in order to build a complete report of how exactly they've spent their work hours.
- We can streamline our time tracking activities by adding up to 50 custom fields to our time entries.



#### *Drawbacks:*

- Some people say that they don't like the Windows app because it isn't as fast to respond to the Start/Stop button clicks so they found it difficult on changing screens.
- It doesn't have a built-in invoicing feature, which is ultimately why we chose to switch to some other apps.

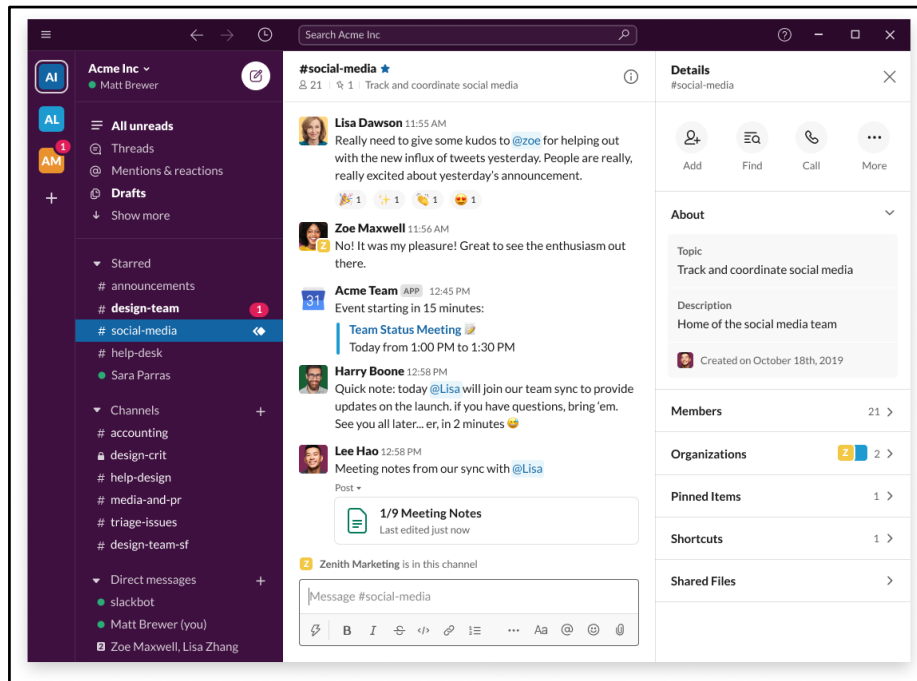
**8. Slack:** Slack is a classic communication app that lets you handle all your team communication in direct messages (either sent to individuals or groups), and specialized public and private channels.

#### *Features:*

- Streamlining team communication gains even more importance when the team is working remotely, and Slack can help us minimize response time.
- Apart from sending instant messages, we'll also be able to set a work status (to help your teammates understand whether we are currently on a lunch break, or running an errand, etc.), share attachments, as well as conduct video calls with individuals and groups.



- Within our “conversation” with Slack’s bot, we can set reminders for tasks, by simply typing “/remind me to”, writing a description of the task and setting the time when we want Slack bot to send a reminder notification about the task.



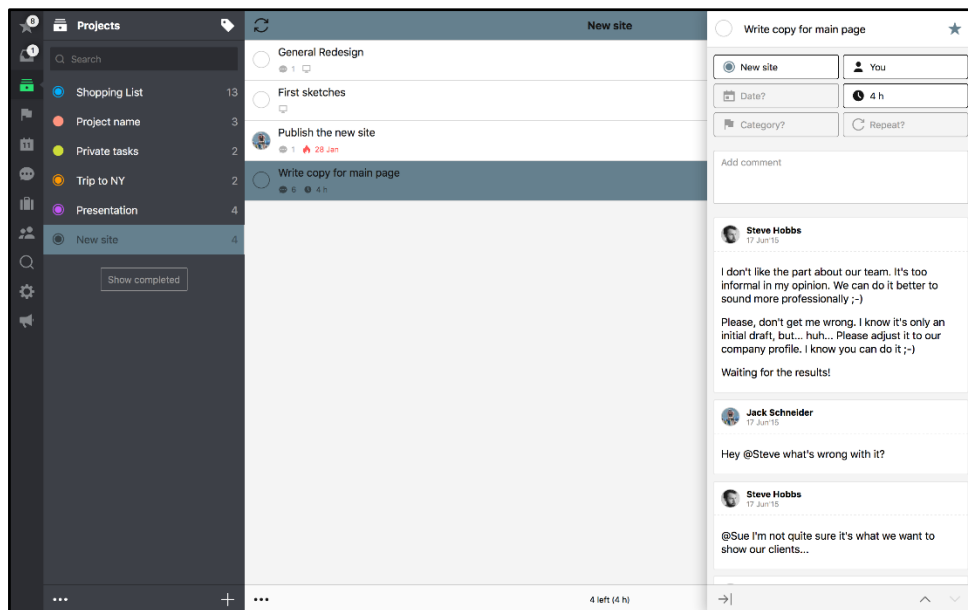
### *Drawbacks:*

- No automatic messaging send option available.
- Sometimes message notifications are received with some delay.

**9. Nozbe:** It is a task, time, and project management software meant to help our team streamline our joint schedules as it’s the perfect addition to our work-from-home kits, as it helps us stay organized.

### *Features:*

- We will be able to set and work on repeating tasks, work according to project templates and schedule our tasks in a calendar.
- We’ll be able to view our team’s to-dos in the calendar section of the app.



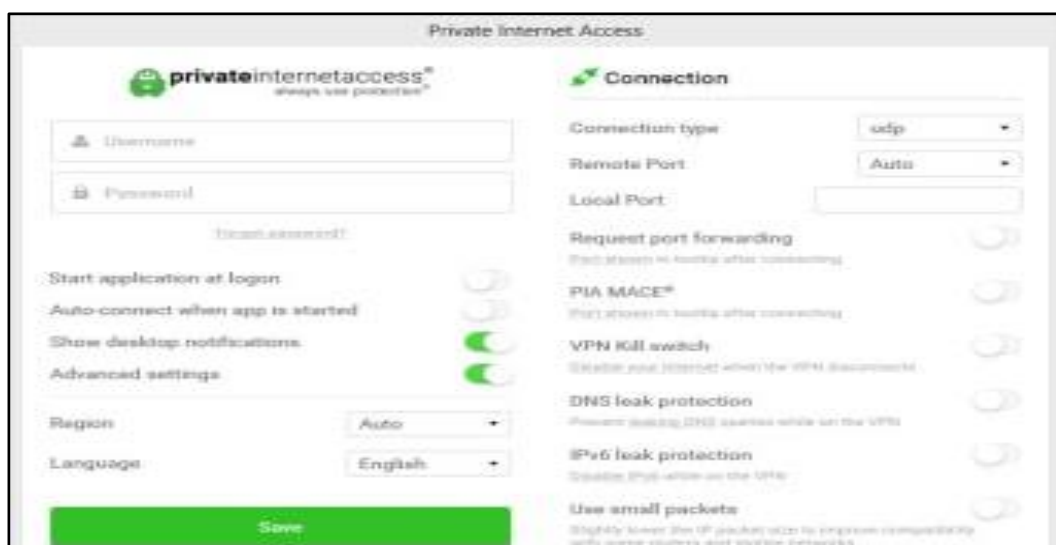
### *Drawbacks:*

- It has a high price tag as there no free version of this app is made available to us.

## **10. Private Internet Access:** Private Internet Access (PIA) is an open-source virtual private network (VPN) service for personal use.

### *Features*

- We'll be able to use Private Internet Access on 10 devices for connecting simultaneously, as well as block trackers, ads, and malware.
- Unbelievably simple and fast installation.



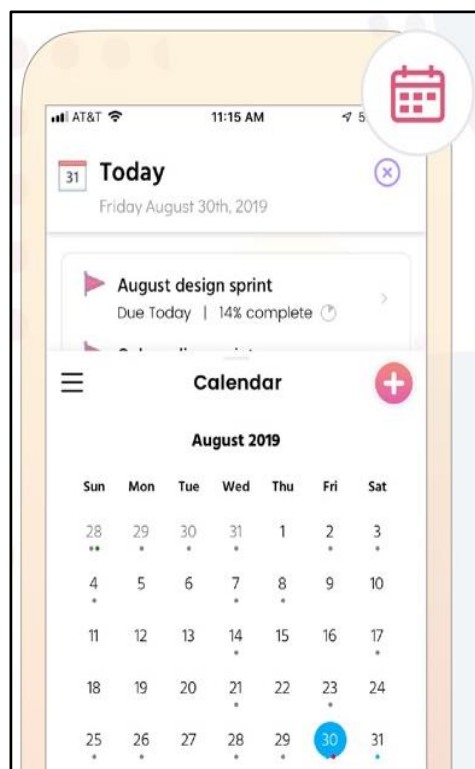
*Drawbacks:*

- Design and UI seem a bit dated (with the logo being a perfect example).
- Simplicity means a lack of advanced options.

**11. Simplish:** It is a to-do list app meant to help us organize our tasks, capture notes and observations, schedule events and tasks in a built-in calendar, as well as collaborate with co-workers on shared tasks.

*Features:*

- The colour palette of the app is selected to help boost our mood, and we'll also have positive daily affirmations to help keep us in high spirits during work time.
- Organizing our tasks and activities in multiple, separate workspaces can help us contextualize our daily tasks and strike an appropriate work/life balance while working from home.

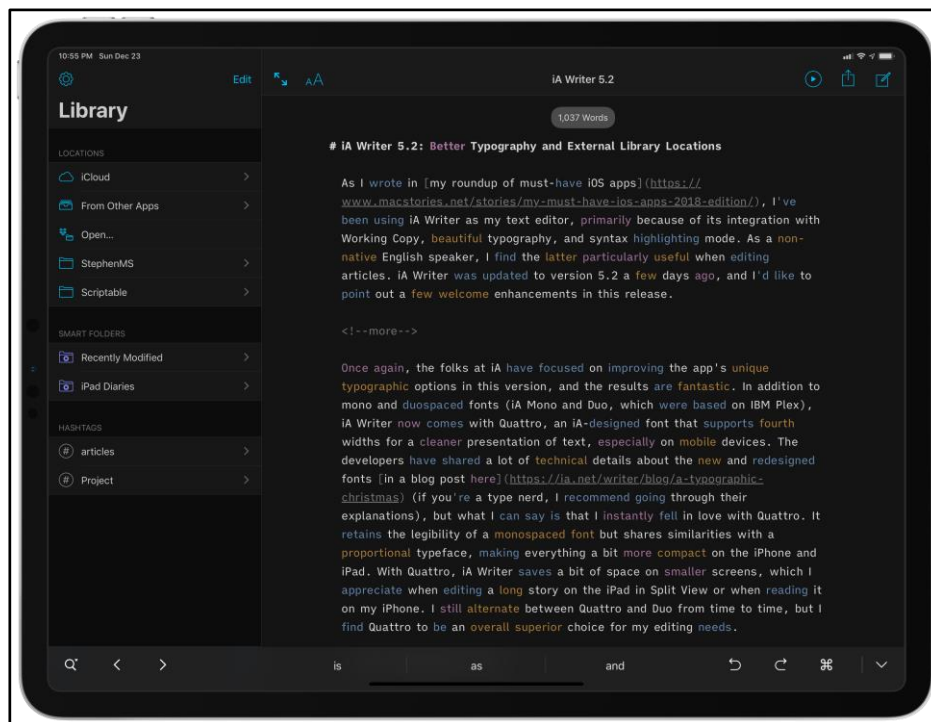


*Drawbacks:*

**12. iA Writer:** iA Writer is a word editor that offers a simple and distraction-free writing environment for the times when we want to focus solely on our writing.

*Features:*

- If we're a content writer, copywriter, fiction writer, or any type of writer at all, we are sure to find great benefits here, because this app will help us focus on our work and avoid the usual distractions, such as ads, news, etc.
- If we're using *iA Writer* for Windows, we will get to enjoy features such as automatic table alignment, chapter folding, and a document outlining.
- We can also publish directly from iA Writer to WordPress and Medium or as an HTML page.



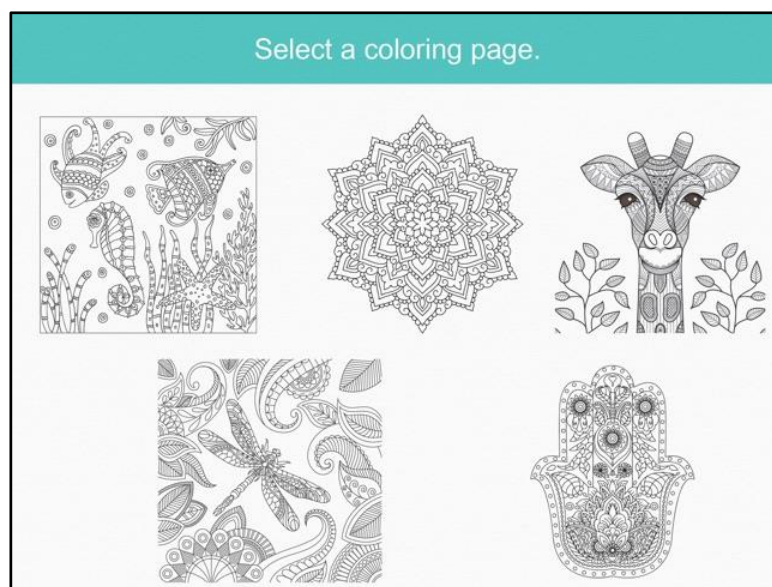
*Drawbacks:*

- Unfortunately, the only two export options we get (outside of WordPress or Dropbox) are PDF and DOCX. So no EPUB or Final Draft options.
- iA Writer also isn't great for quick brainstorming or storyboarding or anything like that.

**13. Zen:** It is a colouring book for adults is a digital colouring book that lets us create colourful pieces of art while listening to relaxing music.

*Features:*

- To colour the designs, we can use blends, gradients, textures, custom colours, as well as different colouring methods, including brushes and pencils.
- Once we're done, we can save or print your art, or share it on Social Media.
- Apart from regular colouring, we can also use the Apple pencil for shading your designs.



*Drawbacks:*

- It gives the user a basic version at the installation stage and later has the option to unlock the full collection of design and remove the ad support for \$2.99.

**14. Pocket Yoga:** Pocket Yoga or Pocket Yoga Teacher, as their name suggests, are companion yoga apps that we can carry around in our pocket as they recreate the experience of practicing in an actual yoga studio.

*Features:*

- It provides a soothing music which will play as a soothing voice and guides us through our yoga poses, and explains how we are supposed to breathe.
- Pocket Yoga Teacher lets us create our own routine by choosing the poses we'll want to practice; in the order we want to practice them.



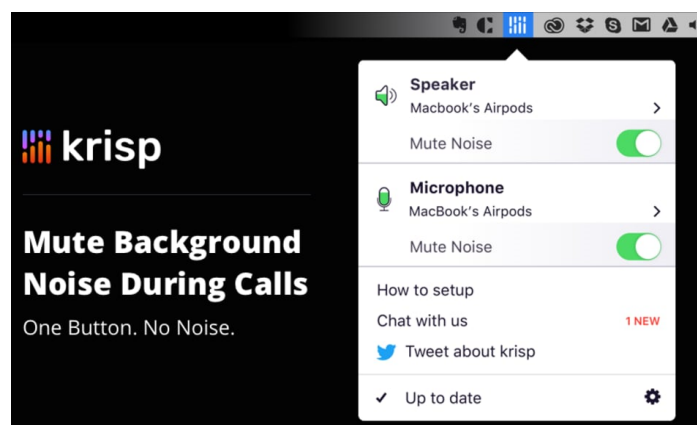
#### *Drawbacks:*

- It doesn't offer creation of a custom routine.

**15. Krisp:** Krisp is an app for removing background noises for both incoming and outgoing voice calls.

#### *Features:*

- In any case, Krisp will help us mute any type of background noise so that we're able to hear (and be heard by) our caller loud and clear.
- It is perfect for any type of remote teams, but also call centers, streamers, podcasters, and online teachers.
- We'll be able to integrate Krisp with over 600 apps and use it with any type of headphones, speakers, and microphones we want.



### *Drawbacks:*

- The interface requires a little getting used to - to set up the first time and configure in the apps.

**16. Plant Nanny:** Plant Nanny is somewhat of a combination of Forest and Aloe Bud where we need to nurture a cartoon seedling into a fully-grown flower (dandelion), by remembering to stay hydrated yourself.

### *Features:*

- Each time we drink a glass of water, we specify that in the app — if we drink enough water during the day yourself, the flower will also prosper, and we'll be rewarded with additional seeds from our thriving dandelion.
- If we stay hydrated, we'll be able to perform well at work — and Plant Nanny provides notifications to remind us to drink water at regular intervals.



### *Drawbacks:*

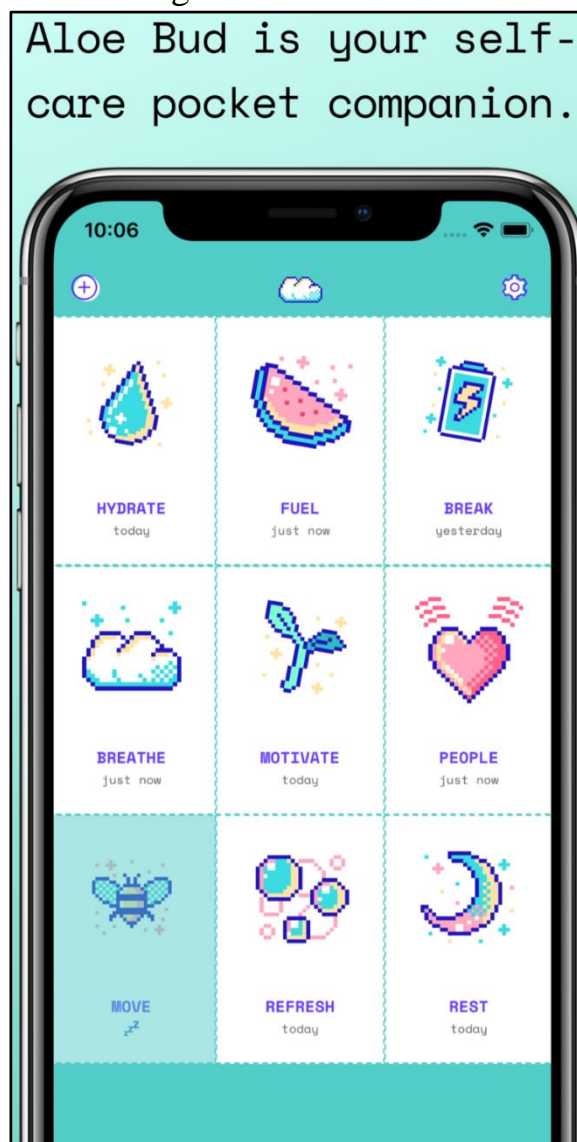
- According to some users, plant nanny doesn't always recommend the exact water requirement according to their health and so it becomes difficult for them to keep track of it.



**17. Aloe Bud:** Aloe Bud can serve as our self-care companion that ensures us to eat on time, stay hydrated, and stay mentally and emotionally healthy throughout our work routine — by sending us regular notifications to remind us of various self-care tasks.

*Features:*

- When we immerse ourselves into work, we often forget to take a break which isn't good for our health or the quality of our work.
- So, with Aloe Bud, all we have to do is create a schedule when we want to be notified to grab a snack, drink a glass of water or tea, take a lunch break, take a 5-minute meditation break, or indulge in any activity we think we need to recharge our batteries.



*Drawbacks:*

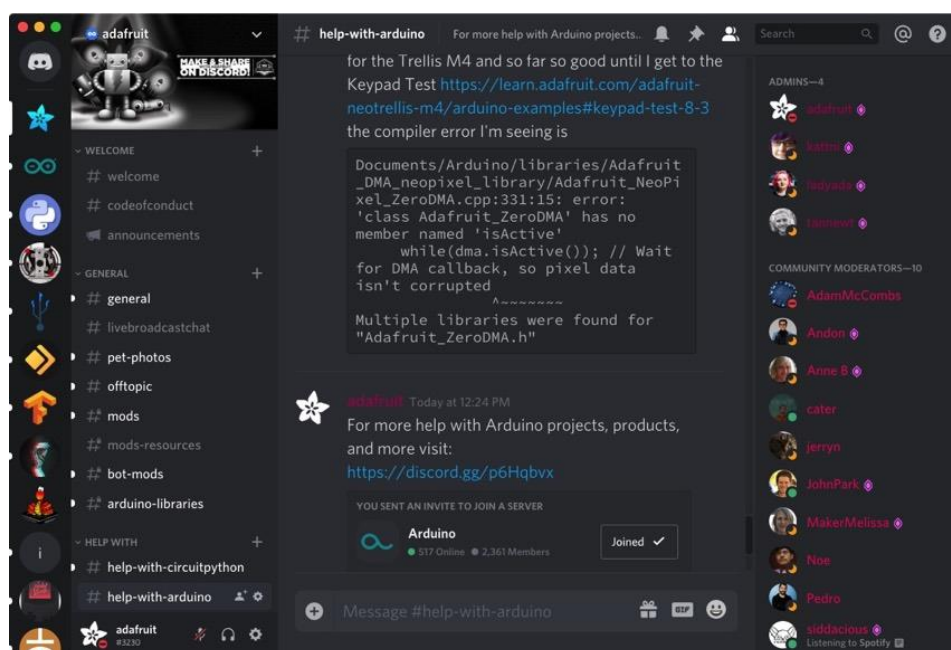
- The on boarding experience for adding new reminders could be a little more streamlined and engaging.



**18. Discord:** Discord is a free voice and text communication platform targeted primarily at the gaming market.

*Features:*

- It aims to match the ease of use of existing chat clients like Skype and mix it with the power of servers with multiple rooms and role permissions offered by voice clients like Team speak.
- Users can invite others to join a Discord channel via a web link, which means no installation is required to use the software - which is one of the big typical barriers to entry for social software.



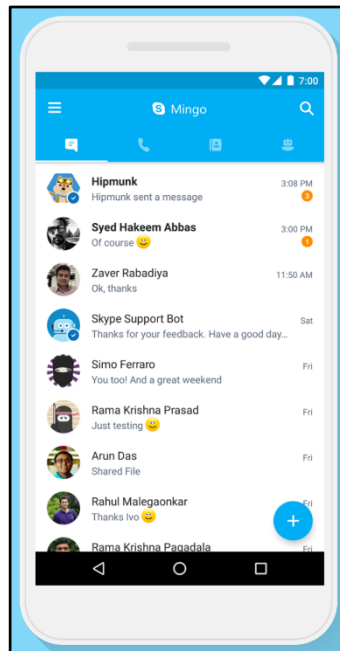
*Drawbacks:*

- Discord is closed-source, meaning their code isn't available for inspection or reproduction.
- Discord is wholly hosted by Discord (the company), we cannot run private instances, and all servers are hosted on their infrastructure.

**19. Skype:** Skype is a telecommunications application that specializes in providing video chat and voice calls between computers, tablets, mobile devices, the Xbox One console, and smartwatches over the Internet.

*Features:*

- Skype is one of the cheapest VoIP services available, and it offers subscriptions with unlimited minutes.
- It is easy to install and it works with no much configuration
- Users of Skype can enjoy unlimited number of chats and videoconferencing when they contact people who are also on Skype.
- Since this is Internet based, we can chat with families abroad any time we want. This can be used 24 hours a day



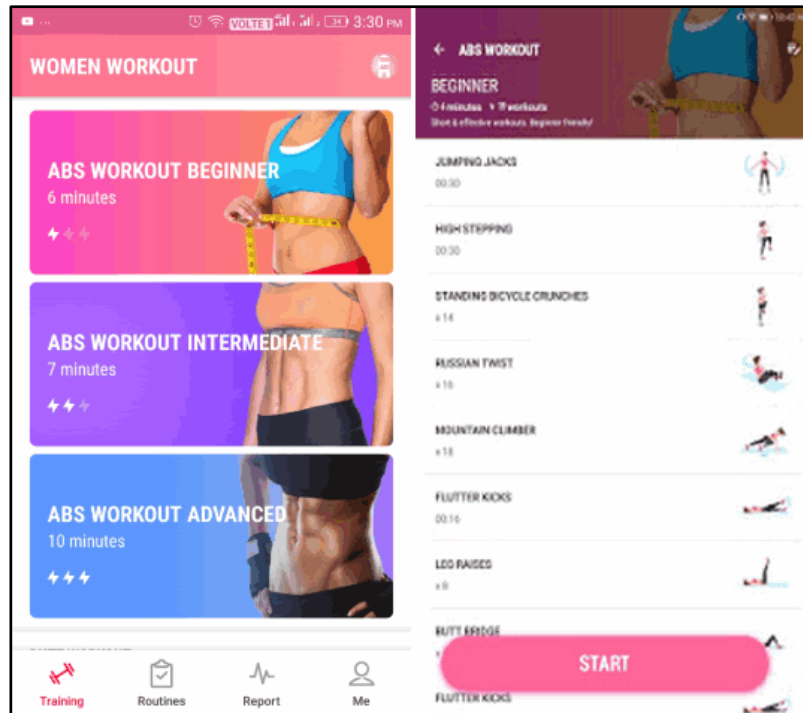
#### *Drawbacks:*

- It's light on features, lacking call return, call blocking and most important, 911 calling ability.
- It can affect real world interaction.
- It does not offer language translation.
- Skype is still lacking in business tools.

**20. Female Fitness:** Female Fitness helps us to burn belly fat, tone butt, slim legs, trim waistline and get in shape.

#### *Features:*

- Quick and effective workouts maximize fat burning and it is scientifically proven to lose weight and improve health.
- Bodyweight workouts and no equipment is needed.
- Weight loss fitness workout for all our body parts.
- Animation and video guidance just like our personal workout trainer, and at the same time 100% FREE with no locked features.



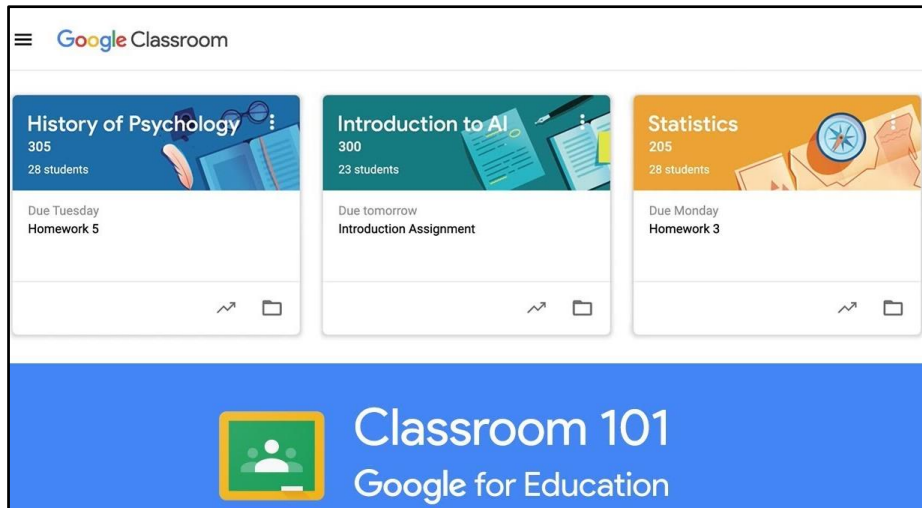
#### *Drawbacks:*

- Too much focus on calories rather than ways to burn out the same could prove counterproductive.
- Quite often these apps are notorious for recommending lower than required calorie intake.

**21. Google Classroom:** Google Classroom is a free web service developed by Google for schools that aims to simplify creating, distributing, and grading assignments.

#### *Features:*

- The primary purpose of Google Classroom is to streamline the process of sharing files between teachers and students.
- It allows us to share files with all of the students regardless of their location.
- It allows us to verify the time and date of the release of information.



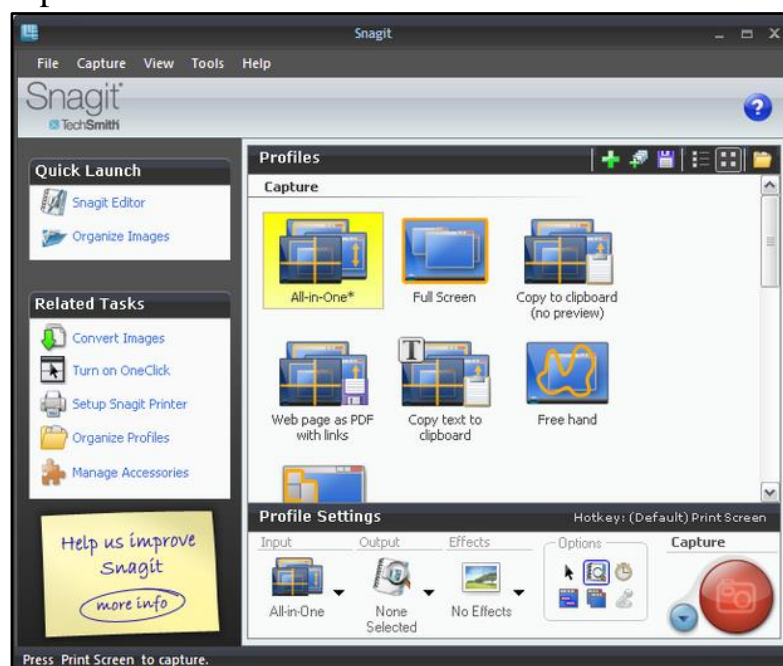
### *Drawbacks:*

- The teachers don't seem to get email notification when the students post into the classroom.
- The ability to record voice and/or video messages easily and directly into Google classroom would be great feature as per some reviews.

**22. Snagit:** Snagit is a screenshot tool meant to help us capture video display and audio output, and then share them to facilitate communication between team members.

### *Features:*

- It improves training and teaching activities.
- This tool will also let us record our screen and share a quick video, to get our point across even faster.



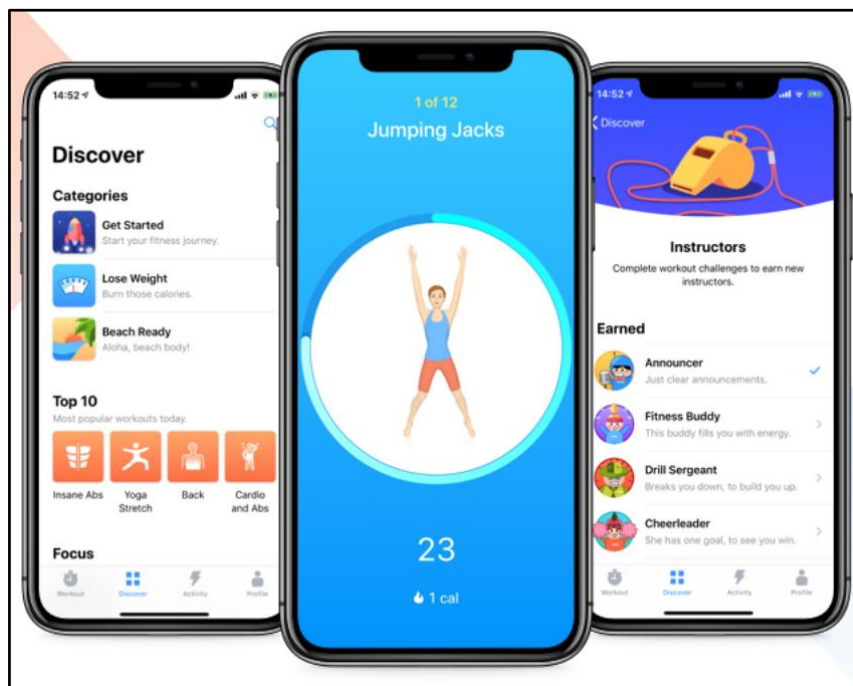
*Drawbacks:*

- It would be great to have the ability to import designs to use as permanent, selectable effects for other pictures.

**23. Seven:** Seven won't strictly help us to be more productive when working from home. But, it will help us to stay healthy enough to work productively from home by offering 7-minute workout challenges.

*Features:*

- We will get to choose among several fun personal trainers including Drill Sergeant and Cheerleader to help keep us keep motivated throughout our workouts.
- Seven can help us choose among 200 tailor-made workouts and exercises to help us vary our training.



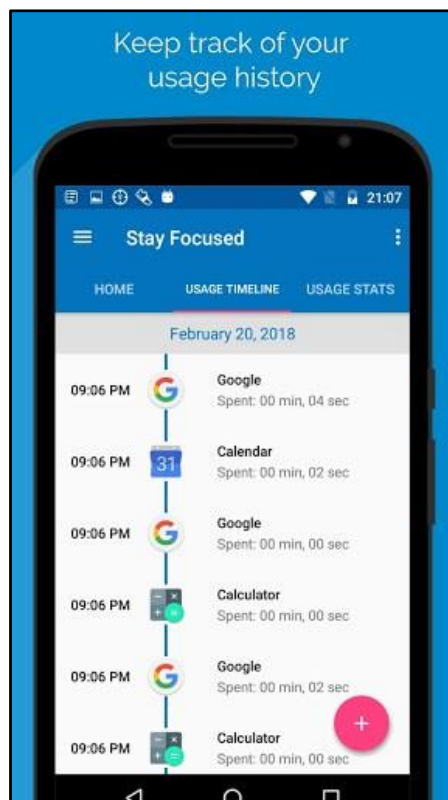
*Drawbacks:*

- Because of the increased exercise intensity in HICT, individuals who are overweight/obese, untrained or out of shape, dealing with bone or joint injuries, elderly, or who have heart and blood pressure problems need to be cautious before starting a HICT program.

**24. Stay Focussed:** Stay Focussed is a website blocker that limits the time you spend on time-wasting websites to the number of minutes or hours you set yourself.

*Features:*

- Just adding the URLs of websites we'll want to avoid during work hours on a special list and defining the exact time.
- The Nuclear option in this extension is a real treat when a task needs our undivided attention (and we theoretically still have 20 minutes to spend on our forbidden websites).



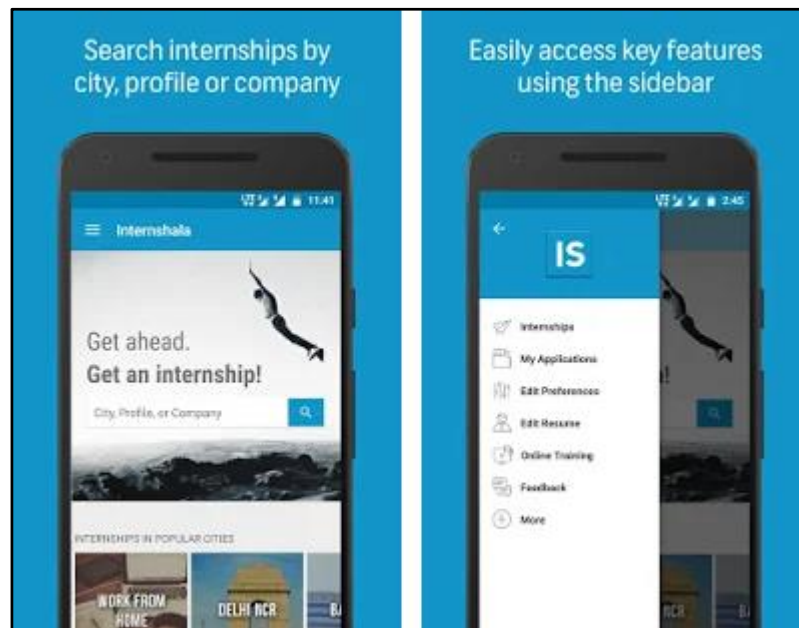
*Drawbacks:*

- The app doesn't seem to work well with some Android phones that have a custom user interface (UI), such as Xiaomi phones, which use an inbuilt Android-based MIUI.

**25. Internshala:** Internshala is one of the most preferred websites for searching internships in India. A lot of companies are registered on Internshala, so there is a good chance that we will land on an internship of our choice.

### *Features:*

- Be it the website of Internshala or their mobile app, its strong site navigation makes it easy for users to find internships that interests them, sans a potentially frustrating “hunt”.
- With the comfort of home if we want to gain some professional experience then Internshala is just the right place for us providing internships in almost every field.
- It’s an awesome platform for women who are willing to start or restart their career.



### *Drawbacks:*

- In many cases the employers (mostly from start-ups) do not pay the interns the mentioned stipend and often negotiate with them.
- Don’t be surprised because we are being asked to do something which is not mentioned in the “day-to-day responsibilities”.

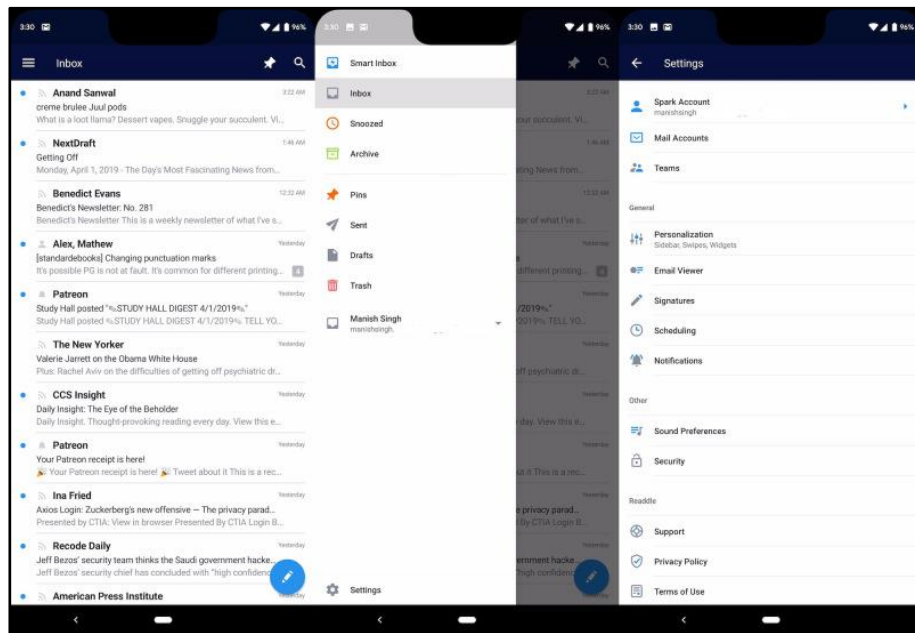
**26. Spark:** Spark is a personal email client that lets us prioritize emails and places our priority conversations on top, so we can reply to them first.

### *Features:*

- Working from home may often mean we’ll practically be bombarded with emails — and, once again, not all of these emails will be worth our attention.
- Spark only notifies us of the emails sent to us by the people we know, so we’ll easily speed up all email correspondence with our colleagues.



- In line with that, we'll also be able to snooze our emails during the time periods when we want to focus on other work.

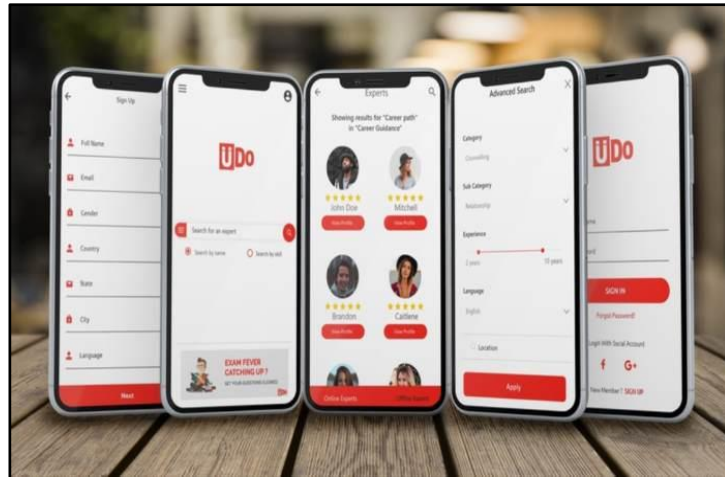


**27. UDo:** UDo is a platform that allows users to get advice on various subjects from experts through videos and audios and lets experts make money for consultation.

*Features:*

- UDo is an expert aggregator mobile application providing expert advice on-demand.
- Everyone is good at something in life. They can now earn for being good.
- UDo helps everyone make passive income for being an expert in their field of interest.





### *Drawbacks:*

- The app crashes when clicked on the language option in the sign up section as it is not compatible with all android phones.

### **The summarizing words:**

Thankfully, many can benefit from the assistance of a variety of mobile apps, designed to boost efficiency and productivity, enhance communications, foster concentration, promote a healthy lifestyle, and separate us from the job when the day is done. We've put together a slate of productivity tools to help get more done, faster so that we can enjoy life and work in the home lane.