TOP 15 WORK FROM HOME APPS TO INCREASE YOUR PRODUCTIVITY

If you are new to working from home, you need the right tools to maximize your productivity. Whether you're working solo or as part of a team, you need the right technology to get more done. We've got 15 of the best time management and productivity apps to help you get more done when working from home. Here is my list of the top resources you need to rock your new work from home situation.

1. **RescueTime** is automatic time-tracking software that helps you understand where your time goes each day. Optimize your energy. And take back control of your day.

2. **Evernote** is an easy-to-use, free app that helps you remember everything across all of the devices you use. It lets you take notes, sync files, save webpages, capture photos, create to-do lists, record voice reminders--and makes these notes completely searchable, whether you are at home, at work, or on the go.

3. **Dropbox** is a free file storing cloud service that lets you bring your photos, docs, and videos anywhere and share them easily. Move all files to the cloud so that you can access them from any device, anywhere. Dropbox allows you to interface with your team to share files too which provides great for version control and cuts down on email.

4. **Google Docs** brings your documents to life with smart editing and styling tools to help you easily format text and paragraphs. Choose from hundreds of fonts, add links, images, and drawings. All for free.

5. **Todoist** is a task management tool that promises to turn complex to-do lists into something easily manageable. It helps you keep track of your own tasks and make sure nothing gets forgotten.

6. **TimeOut for Mac** helps remind you to take work breaks throughout the day. It has two kinds of breaks: a "Normal" break, typically for 10 minutes after 50 minutes of work, so you can move about and relax, plus a "Micro" break: a very brief pause of typically 10 seconds every 10 minutes, so you can remember not to tense up too much for long periods.

7. **Smart Break for Windows** is an intelligent mindfulness program that helps prevent eye strain and mental stress by reminding and enforcing you to take regular breaks. The key is to build movement variety into the normal workday through smart activity breaks. The 3 minute breaks make you feel better instantly.

8. **Zoom** unifies cloud video conferencing, simple online meetings, and group messaging into one easy-to-use platform. Single app for voice, video, voicemail, messaging, meetings, and conferencing.

9. **Skype** is a telecommunications app that provides video chat and voice calls between computers, tablets, mobile devices, and smartwatches over the Internet. Skype also provides instant messaging services. Users may transmit text, video, audio and images.

10. **Slack** is a collaboration hub that can replace email to help you and your team work together seamlessly. It's where the people you need, the information you share, and the tools you use come together to get things done. It's designed to support the way people naturally work.

11. **IFTTT** **If this, then that app** stands for "If this, then that." It's a simple internet app that automates actions if a certain condition is met. For example, if it checks the weather and it appears to be raining, you can set it up to send you a text message to grab an umbrella. It can call your phone as a reminder of an important appointment and send starred Gmail messages to Evernote. There's much more you can do. **IFTTT** can seem a little intimidating at first, but you'll get the hang of it quickly.

12. **Lastpass** is a free password manager and form filler for people who are tired of trying to remember all those passwords. If you regularly move between multiple computers, devices and operating systems Lastpass allows you to access any account credentials as it saves the username and password. Less memorization, and quicker access.

13. **Zapier** Easy automation for busy people. Zapier moves info between your web apps automatically, so you can focus on your most important work. It is an online automation tool that connects your favorite apps, such as Gmail, Slack, Mailchimp, and more.

14. **HelloSign** an eSignature solution built for business. Automate and manage your most important business transactions with the HelloSign platform. They offer unlimited signature requests with no hidden fees.

15. **MixMax** is a marketing automation software that upgrades your Gmail and Google Inbox with unlimited email tracking, instant scheduling, reminders, send later, mail merge, surveys & polls. It also integrates with CRM software Pipedrive and Salesforce.

If you start using these apps, you'll save time and money, and position yourself to be your most productive. These tools will help you work from home and homeschool like a

pro. We are all adjusting to this new normal. Hopefully, a few of these tools will make your adjustment easier.