

TOP 10 PRODUCTIVITY RESOURCES



Inside you'll find:

- ✓ *Top tools*
- ✓ *Top forums and blogs*
- ✓ *Top tips and how to's*

1. Basecamp

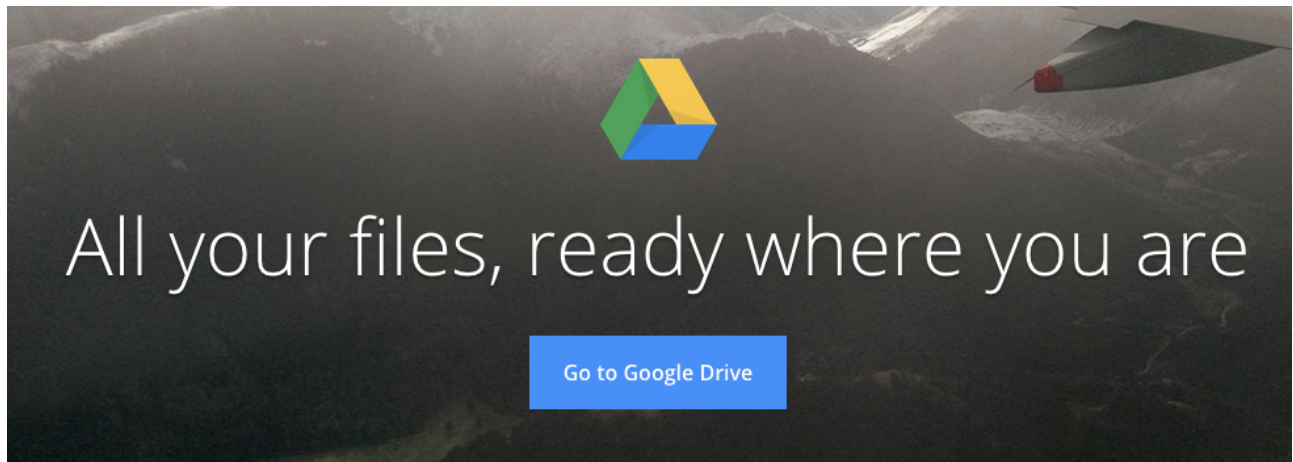
www.basecamp.com



Basecamp lets you keep track of all the things that you have to-do, work with other people and keep everything organized in one place.

2. Google Drive

www.google.com/drive



Google Drive is a fantastic way to store all of your files online and allow multiple people to work on them all at the same time, without conflicting versions.

3. Evernote

www.evernote.com



Evernote is a great app if you love to have all your notes with you on-the-go. You can sync between all of your devices very easily and make changes from anywhere.

4. Hootsuite

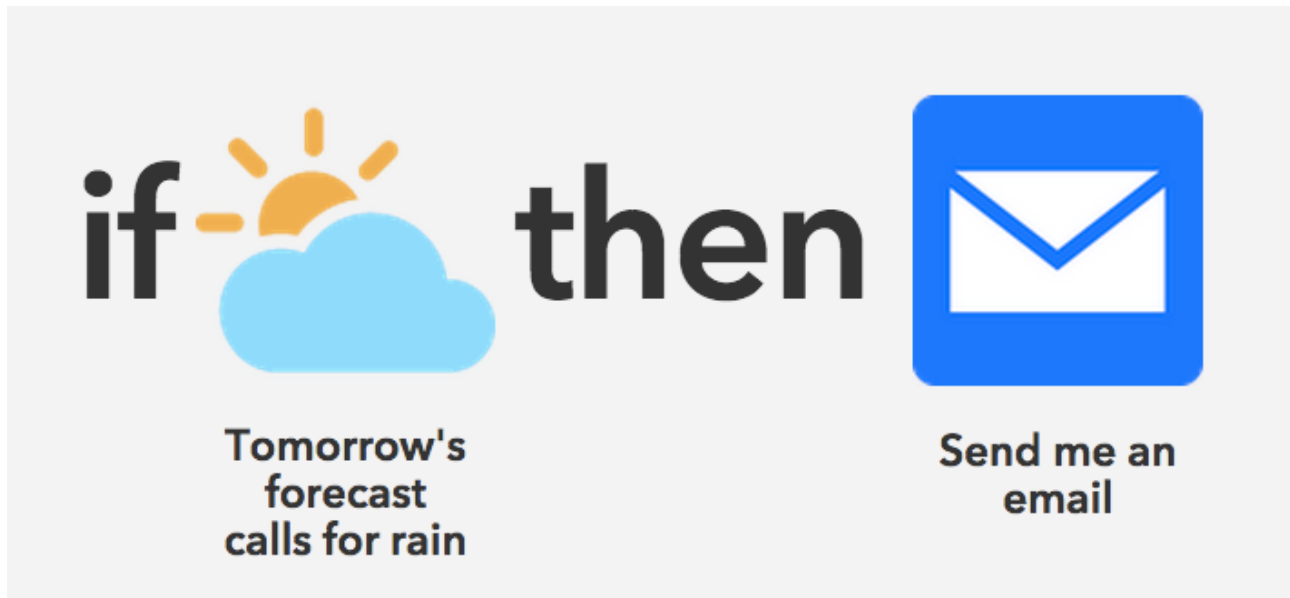
www.hootsuite.com

The screenshot displays the Hootsuite web interface. At the top, there's a navigation bar with a 'Send to...' dropdown, a 'Compose message...' input, and an 'Upgrade to Pro' button. Below this, a tab bar shows active streams: 'BosFoodTruck (Twitter)', 'Boston Food Truck (FB)', and 'Marrsipan (Twitter)'. The main content area is divided into three columns: 'Home Feed marrsipan', 'Mentions marrsipan', and 'My Tweets, Retweeted marrsipan'. The 'Home Feed' column contains tweets from SkillPixels, ThinkwithGoogle, and WBUR. The 'Mentions' column shows tweets from erinsagin, AngelaGeits, wittier, and mbbizcomm. The 'My Tweets, Retweeted' column lists tweets from marrsipan. Each tweet includes the user's profile picture, name, timestamp, text with links, and retweet count.

Hoot suite is a great way to organize and automate your social media activities.

5. IFTTT

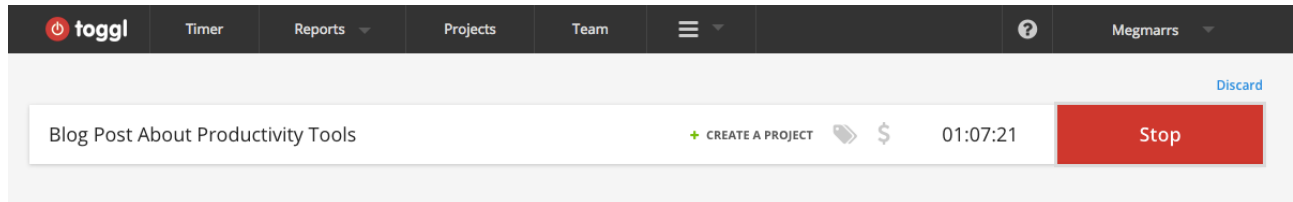
www.ifttt.com



Connect all the apps you love. Stop wasting time doing repetitive tasks, have an app sort it out for you.

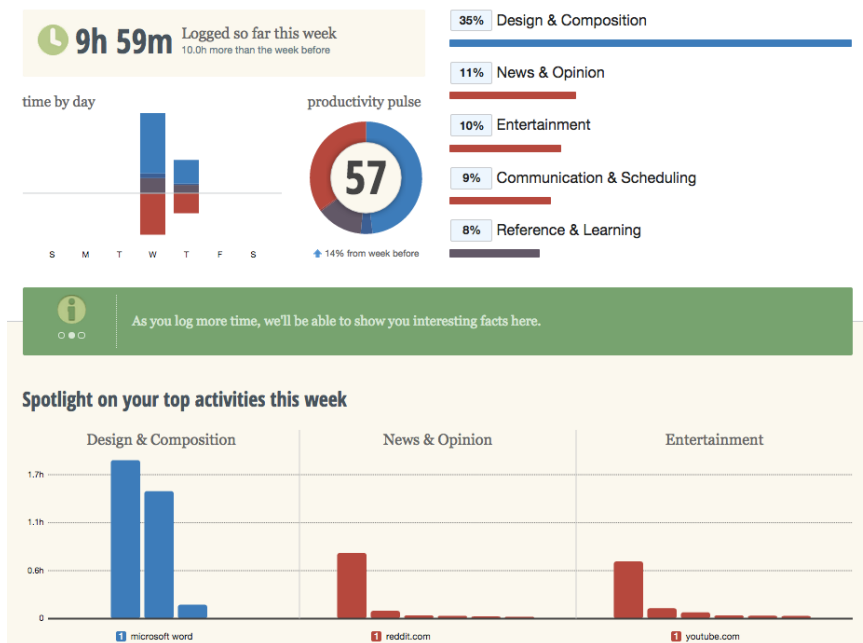
6. Toggl

www.toggl.com



Toggl is a very simple timer which you can use to track how long it takes you to do a certain task.

7. Rescue Time



www.rescuetime.com

Rescue Time is a more advanced time tracker which you can use to see exactly how you've been using your time. You can use this to test yourself and prevent yourself from spending too much time on unproductive tasks.

8. Hemingway

www.hemingwayapp.com

The screenshot displays the Hemingway Editor interface. On the left, there's a sidebar with the 'Hemingway Editor' logo, a 'Desktop Version' button, a 'Just Released!' note, a 'Log In' link, and a 'Tweet' button showing 3,879 tweets. The main area contains three paragraphs of text with various highlights: yellow for long/complex sentences, red for dense sentences, blue for adverbs, and green for passive voice. The first paragraph is highlighted in yellow and red. The second paragraph has 'helpfully' highlighted in blue. The third paragraph has 'utilize' highlighted in purple and 'been marked' highlighted in green. On the right, there's a 'Write' and 'Edit' button bar, a 'Readability' section showing a grade of 7 (Good), and a statistics section: Paragraphs: 6, Sentences: 10, Words: 123, Characters: 584. Below this, there are three feedback boxes: '1 of 10 sentences are hard to read.' (yellow), '1 of 10 sentences are very hard to read.' (red), and '1 adverbs. Aim for 2 or fewer.' (blue).

Hemingway App makes your writing bold and clear.

Hemingway highlights long, complex sentences and common errors; if you see a yellow highlight, shorten the sentence or split it. If you see a red highlight, your sentence is so dense and complicated that your readers will get lost trying to follow its meandering, splitting logic — try editing this sentence to remove the red.

Adverbs are **helpfully** shown in blue. Get rid of them and pick verbs with force instead.

You can **utilize** a shorter word in place of a purple one. Mouse over it for hints.

Phrases in green have **been marked** to show passive voice.

Write **Edit**

Readability

Grade 7
Good

Paragraphs: 6
Sentences: 10
Words: 123
Characters: 584

1 of 10 sentences are hard to read. Off On

1 of 10 sentences are very hard to read.

1 adverbs. Aim for 2 or fewer.

Hemingway is an amazing way to make writing easier and faster. It will give you suggestions on each of your paragraphs, reducing the time you will have to spend editing later. It makes text great first time round!

9. Last Pass



www.lastpass.com

Stop trying to remember your passwords. Have them all in one place, secure and saved.

10. Sane Box

www.sanebox.com



SaneBox

Sane Box is the best way to make checking your email easier and faster.
Don't crazy, stay Sane!