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Home

Social Media

Media Relations

Crisis

Marketing

Writing & Editing

Events

Training

10 terrific apps to boost your productivity

By Shanna Mallon | Posted: April 15, 2013



Print



E-mail

74

40

34

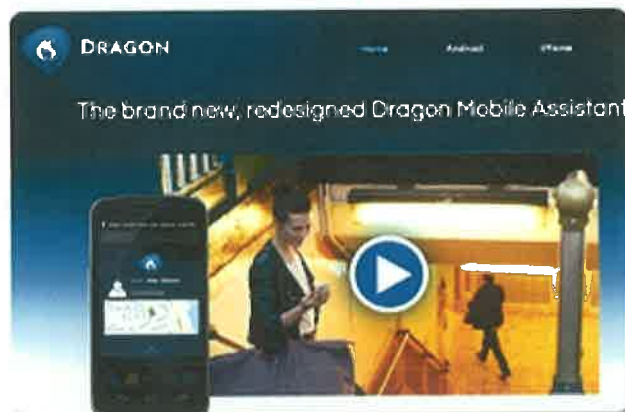
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5

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Whether you're a company executive or a freelance copywriter, you've probably found yourself wishing for more hours in the day. Everybody's trying to boost productivity in our society, ever looking for new ways to streamline, simplify, and grow leaner.

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The more productive you become, the more time you have—at least so the thought process goes. So how can you become more productive? That's where your smartphone comes into play.

With any of the following 10 productivity apps, you have a new resource for working smarter, not harder. If you're wishing for ways to stay organized and on task, check these out.

[Toodledo](#)

Who it's for: If you're the kind of person who likes breaking up projects into manageable tasks, you'll love Toodledo. Track all your upcoming tasks and projects in one single service, which enables you to designate folders and subfolders, due dates, priorities, and more.

Cost: Free version or Pro version with full functionality for \$19.95 per year.

App available on: iPhone and iPad.

[Remember the Milk](#)

Who it's for: If you want a simple, easy way to keep an online to-do list, Remember the Milk is a great solution. Since it launched in 2004, over 4 million people have used it to keep track of their tasks while on the go. Additional benefits include an RSS feed reader, iCalendar feeds, the ability to email tasks to your account, task reminders sent to email as instant messenger or texts, and availability in various languages.

Cost: Free.

App available on: Android, iPhone, iPad, and BlackBerry.

[JotNot Scanner](#)

Who it's for: Anyone who's looking for an on-the-go way to organize receipts and other documents will appreciate JotNot Scanner. With this app, scan documents into your phone, where they are easily turned into PDFs, upload to Dropbox or Evernote or Google Docs, share, fax, and more. Use this app to track financials, scan and send documents while you're away from the office, and more.

Cost: Currently \$0.99.

App available on: iPhone.

[Expensify](#)

Who it's for: Anyone managing expense reports will appreciate this app, which provides credit card syncing to track expenses in real time, electronic receipt management, scanning of paper receipts, and more.

Cost: Free

App available on: iPhone, iPad, Android, Windows Phone, and BlackBerry.

[Evernote](#)

Who it's for: Whether you're often out at meetings or regularly looking for a place to store ideas, Evernote offers a perfect solution: a Web-based place to consolidate all your thoughts and notes and

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Cost: Free.

App available on: iPad, iPhone, iPod Touch, Android, Windows Phone, and BlackBerry.

FedEx

Who it's for: Companies that deal with frequent shipments—either from distributors or to clients—benefit from the FedEx app, which tracks packages easily from a smartphone.

Cost: Free

App available on: iPhone, Android, and BlackBerry.

Square

Who it's for: Small or mobile businesses looking for fast payment processing on the go have a convenient solution with Square. Square includes a free, secure card reader, and it's easy to set up and start using.

Cost: Two payment options: a flat fee of \$275 per month with 0% charged per swipe or no monthly charge and 2.75% per swipe.

App available on: iOS and Android devices.

Dragon Mobile Assistant

Who it's for: Anyone interested in using voice instead of typing benefits from the Dragon Mobile Assistant. With this app, you speak to text, make calls, schedule appointments, search for information, find directions, update social networks, and more. Because it is a dictation-based tool, your hands stay free to work on other tasks.

Cost: Free.

App available on: Android and iPhone.

GoToMeeting

Who it's for: When you manage online meetings from a computer or a mobile device, GoToMeeting simplifies the process. You can invite up to 25 attendees per meeting, it enables you to easily participate in conference calls from any location, and it comes with free product training and 24/7 support.

Cost: \$49 per month or \$468 per year, after a 30-day free trial.

App available on: iPad, iPhone, and Android.

CloudOn

Who it's for: Your entire team benefits from CloudOn, an app that offers the full power of applications such as Microsoft Office, convenient cloud storage, and more.

Cost: Free.