

Simple Productivity

RESOURCE CHEAT SHEET

Best resources for work and personal productivity

1. [Evernote](#)

Helps you stay on track with projects and tasks. It's a popular resource for those at work, but can also be used in your personal life to keep track of appointments

2. [Spreeder](#)

Helps you to organize reading and speed read through large piles of documents. This allows you to find the piece of information you are looking for quicker.

3. [Wunderlist](#)

Build a bucket list that is fast and shareable.

4. [Coffitivity](#)

Work with the buzziness and music of a café in the background.

5. [Tomato Timer](#)

Let's you sort tasks into 25-minute increments and then remind you to take a break when the time is up.

6. [GetFlashNotes](#)

Summarizes books for you to help you get the general knowledge you need. Also allows you to read faster.

7. [Doodle](#)

Allows you to compare calendars and see when you have free windows to schedule more events.

8. [Feedly](#)

Organizes all of your blogs, websites, and news into one place.

9. Podcasts

Listening to something while working allows you to be more productive and also allows you to hear stories or commentary on something you are interested in.

10. [FocusWriter](#)

Gives you extra features like alarms, timers, spell checking, and goal checking functions.

11. [HootSuite](#)

Gives you advice on when to post to social media to increase viewings.

12. [IFTTT](#)

Let's sync apps and smart home automation together to be more productive.

13. [Lift](#)

Push notifications for all your health and fitness goals.

14. [Productivity Owl](#)

Add this to your Google Chrome to get alerts when you seem distracted or are not staying on task.

15. [Self Control](#)

Block access to websites that distract you during work so you are forced to stay on task.

16. Audible

Listen to books while you work or study to help you focus.

17. [Unroll.me](#)

Categorize your emails and get rid of the spam ones you never look at.

18. [Sleepy Ti.me](#)

Helps you maintain a sleep schedule and tracks your sleep cycles.

Best resources for students to stay productive

1. [Soshiku](#)

Helps you manage assignments and gives you notifications of upcoming deadlines.

2. [Write Monkey](#)

Put your computer in full-screen mode so that you cannot access any other programs.

3. [Dropbox](#)

Upload your documents and assignments and then access them from any computer.

4. [Nirvana](#)

Record and organize tasks as well as add classmate contacts and set up alerts.

5. [GoConqr](#)

Great for visual learners and gives you access to study planners, flashcards, note-taking templates, and practice quizzes.

6. [StudyBlue](#)

Connects you to other students with the same subjects and learning goals.

7. [Marinara Timer](#)

Set timers to work in 25-minute increments and then take a break for 5 minutes when you hear the alarm go off.

8. [Hippocampus](#)

Organize your articles and multimedia projects as well as view other people's projects to help you study.

9. [Grammarly](#)

Save time proofreading and use this tool to help you spell check and edit.

Best resources for small business owners for productivity

1. [Quickbooks](#)

Best accounting app that allows you to track cash flow, account balances, and expenses.

2. [Expensify](#)

Allows you to take photos of receipts and the app can submit and reimburse them according to a schedule you have set up.

3. [Sling](#)

Allows you to schedule your employees easier and access timesheets that help you with payroll.

4. [Gusto](#)

Allows you to issue 1099s and W-2s without needing a full HR department.

5. [Proven](#)

Post your job description on job boards and get more people looking for interviews and jobs.

6. [Google Drive](#)

Google Drive allows you to put all your files and documents in one place. Your employees can also access it with permission.

7. [Todist](#)

Create extensive and organizational to-do lists from simple to complex tasks.

8. [Pocket](#)

Find resources on how to be a successful small business owner as well as look at trends within your market.

9. [GenuisScan](#)

Take great photos of your documents and scan them or turn them into PDFs.

10. [Trello](#)

Categorize your tasks and move them across the board once they are completed. Employees can also have access and move tasks.