

# Use These Tools and Apps to Increase Productivity

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### In brief

The right productivity tools help you prioritize, organize, and delegate tasks so you can work smarter instead of harder.

Better distribute your daily tasks to work less and achieve more. This is the goal of a vast majority of entrepreneurs. Imagine how much time you can save daily with the right tools to optimize your time. Prioritizing, organizing, and delegating are now critical factors in the success of a business. If people try to achieve too much in a day without proper organization, they will undoubtedly get lost in the endless sea of To-do-Lists.

If you work on a computer and are constantly connected to the Internet, you know how much productivity you lose every day. Between emails, notifications, and Facebook, you are constantly bombarded with things that have no direct connection to what you were doing. In this article, find out how to work better and faster with our list of tools that will help you improve your productivity.

### EasyPDF

EasyPDF is a good fit for you if you need a quick solution for converting PDF files to other file formats and vice versa. It is a fairly new tool that tends to become one of the most popular all-in-one PDF converters. When was the last time you used any free online tool without the need to leave your email or phone number? Well, EasyPDF is free to use, has no limitations, no ads, doesn't require email registration, and is secure and anonymous.

With EasyPDF, you can convert PDF to Word, Excel, Text, PowerPoint, AutoCAD, JPG, PNG, and GIF. All conversions support top-of-the-line OCR technology, meaning scanned documents can also be converted. Besides that, you can also merge, compress, split and create PDFs. For the ones that prefer mobile apps instead, there are some great alternatives like PDF Converter app available for iOS and Android.

### ContactOut

ContactOut is a great tool that helps to grow business effectively. ContactOut is a simple and effective tool that easily collects any contact's mobile number and email address from LinkedIn. The automated tools will search for the contact details and thus help you save time in the manual search.

The tool is powerful enough to effectively save and organize the profiles in your dashboard, which helps you search the details quickly. Another great thing with ContactOut is that you can email users directly by browsing their LinkedIn profiles.

### Trello

Trello is one of the most popular and most effective online project management tools for improving productivity. It is inspired by the Kanban method - a board where cards are placed on defining the progress of the specific project or the team or person responsible for the tasks being completed on time.

Trello has the advantage of being intuitive and fun at the same time. You can also define deadlines to be respected for each project step. This allows you to anticipate and meet other deadlines.

Trello's free version will allow you to manage up to 10 boards per team and 10MB per attached file. A Business version is offered for \$9.99 per month and an Enterprise version for a monthly fee of \$17.50. These last two have additional functions allowing you to manage an unlimited number of tables and attach large files. With the paid versions, you can link Trello to other applications and customize the access rights of different users. Trello has iOS and Android apps making it a lot easier to use on the go.

## **Slack**

Slack is a SaaS application. This digital solution allows you to create internal discussion threads on selected projects, chat in instant messages with members of your team, and create private groups to communicate with certain people. Slack stands out because it allows you to synchronize your conversations with external applications and get real-time notifications.

The free version lets you see the last 10K of your team's most recent messages, integrate the tool with 10 other apps, and have 1:1 voice and video calls between teammates. There are also paid plans with additional features. iOS and Android apps are available as well.

## **Forest**

Disconnecting from the rest of the world to concentrate better is the whole point of the Forest application. A virtual tree grows on your phone if you don't touch it for a specified period, and if you do touch it, the tree will wither, and you will have to start all over again. The idea is that the app will help you leave aside social media networks, Whatsapp, or other time wasters on your smartphone.

Forest is based on the Pomotodo technique, representing only the soft disconnection from the world. To make things even better, the company is committed to planting trees in real life, and by using the app, you will be saving the world. Forest is available as a Chrome extension, iOS, and Android app.

## **TransferNow**

TransferNow is a tool that allows you to transfer files online, regardless of their size. It can be used safely from any device. You can generate download links or email your documents directly to your recipients with just a few clicks. All expired files are automatically deleted from the platform, and no copies are saved to ensure the confidentiality of your data.

TransferNow can be used for up to 4GB per transfer. For larger files, the Premium subscription allows up to 20GB of file transfer; for demanding users, the TransferNow Team plan pushes the limit to 50GB.

We hope you enjoyed reading this article. Do you use any of the mentioned tools? Feel free to let us know in the comments below.

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