



Resource Directory



TIME
MANAGEMENT APPS

*For
Entrepreneurs*



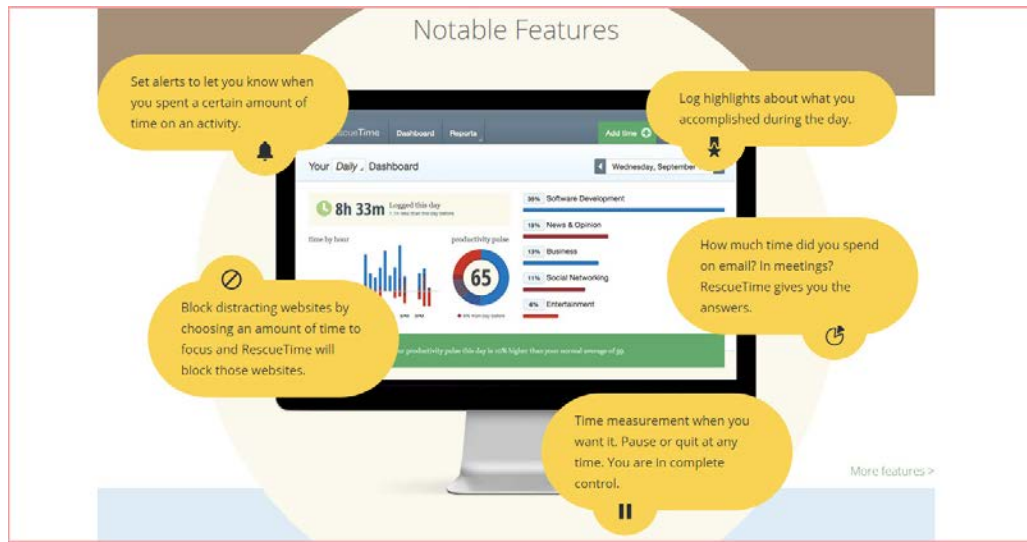
NLVA



Automation is a good success and productivity habit to get into. So is taking shortcuts—as long as quality doesn’t suffer. Add this to sources of inspiration and information, and you’re well on your way to a powered-up day.

So let’s take a look at resources that may help you accomplish all of this:

1. RescueTime



If you work on the computer during the day, use an app such as RescueTime to help show you exactly how much time you’re spending on billable or valuable work. RescueTime will deliver you a weekly report, showing in diagram form exactly where you spent your time.

Two tips, however: Be honest when telling it what sites you visit and why: And get the paid version (it’s way more accurate—and only \$9.00 per month; with four free months if you choose the annual-pay option).

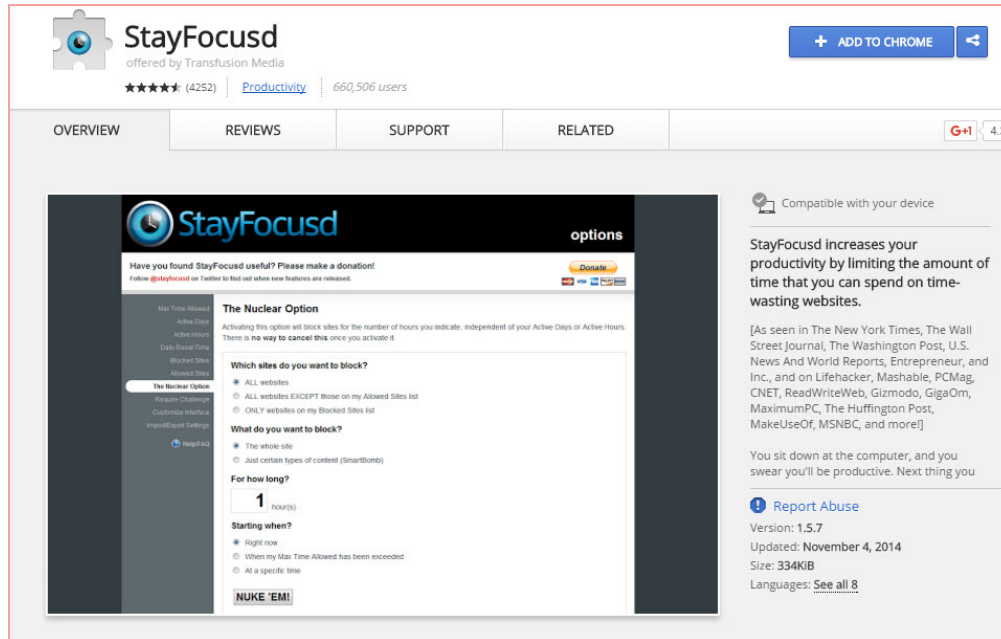
2. Evernote

The handy app that is so much more than simply a notebook. You can save images and voice messages, track tasks, “clip from anywhere on the web” and cloud-sync it between your PC and mobile. And you can share your Evernote items and discuss them too.

There are paid versions with even more features, but the Basic version that does everything listed above is free.



3. [StayFocusd](#)



Google Chrome app that allows you to block websites for periods of time specified by you. That means you can lock yourself out of Facebook for the morning, block games until the end of the day, block access to email for one hour and so forth.

Free, with option to donate.

4. [LastPass](#)

If you're constantly resetting your passwords for online sites and apps, you're losing energy and time—and that diminishes productivity. Create one central password for all your sites securely on LastPass.

It's free.

5. [1Password](#)

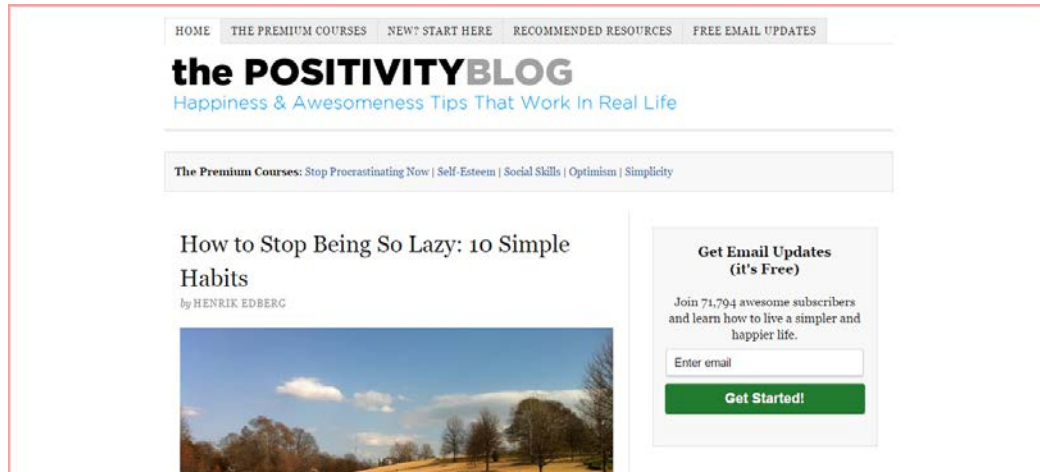
If you do most of your work via mobile, use this iPhone app to create a single, central password.

6. [7-minute Workout](#)

Here's another great iPhone app—the "7-Minute Workout". Great for your morning routine—or mini-breaks during the day, to oxygenate all your cells and get blood flowing throughout your system (and to your brain!)



7. [The Positivity Blog](#)



A great source of focused tips, inspiration and quick pick-me-ups from the incredibly wise Henrik Ekberg.

8. [LeadershipFreak.com](#)

A great influencer blog to follow with a positive focus and thoughtful insights. Posts tend to be short and easy to read.

9. [Audible](#)

If you're an aural learner—if you like to listen rather than read or watch—take advantage of Audible's free trial.

Audible is an app that allows you to access a library of over 180,000 audiobooks on your mobile devices.

If you like it, you may agree that's well worth the \$15.00 per month fee.

10. [Pocket](#)

Ever bookmark an interesting-looking article for later, only to forget it completely? Or read an article now because you know you won't read it later? Stop doing that. Download the Pocket app instead—it allows you to “Save, discover, and recommend the stories that matter to you”.

You can pull just about anything off the net and save it in your account. Articles, videos—even posts from Twitter or LinkedIn Pulse.

(Log in through Google or sign in with email. View your stuff on iPhone, Kobo, Android or your web browser.)



11. Instacart

Want to eliminate grocery shopping from your list of non-productive chores? Check out this mobile app and service. It uses “trained shoppers” to deliver food right to your door, and is supposedly one step above local store phone-in deliveries in that the shoppers will get you the best price and quality.

12. SlideShare

Want to find out about a subject quickly? Go to SlideShare, enter your keyword—and you’ll be served a selection of slide shows you can view, to gain a quick overview and key points on almost any topic.

13. Inbox Pause

Temporarily halt the flow of inbound messages on your Gmail account(s) with Inbox Pause.

This can be a great way to reduce the mental stress and clutter of a Gmail inbox that fills up faster than you can empty it.

It works by adding a simple “Pause” button to your Gmail. You can use it to put email on hold while you have a meeting, eat dinner or just get work done!

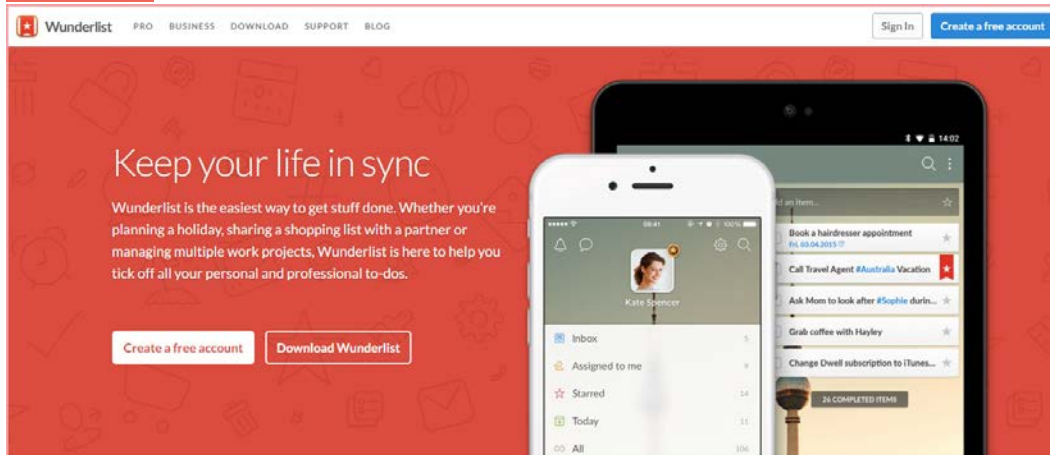
14. Boomerang for Gmail

If you want a slightly more sophisticated system for Gmail handling, consider Boomerang. It not only allows you to control the flow of incoming and outgoing emails, but also use reminders and temporarily archive/table emails for later.

“For mobile and Android.”



15. Wunderlist



An Evernote alternative that seems to be designed more for visual learners. Wunderlist allows you to share lists with others and collaborate on projects. (It's ideal if you manage teams.)

Available for free on iPhone, iPad, Mac, Android, Windows, Kindle Fire and the Web

16. ProdPod: A Productivity Podcast

For aural learners and those who like the idea of two-minute-long podcasts, hosted by Ray Sidney-Smith. There over ninety existing episodes for you to mine.

And the episodes make a great mini-break!

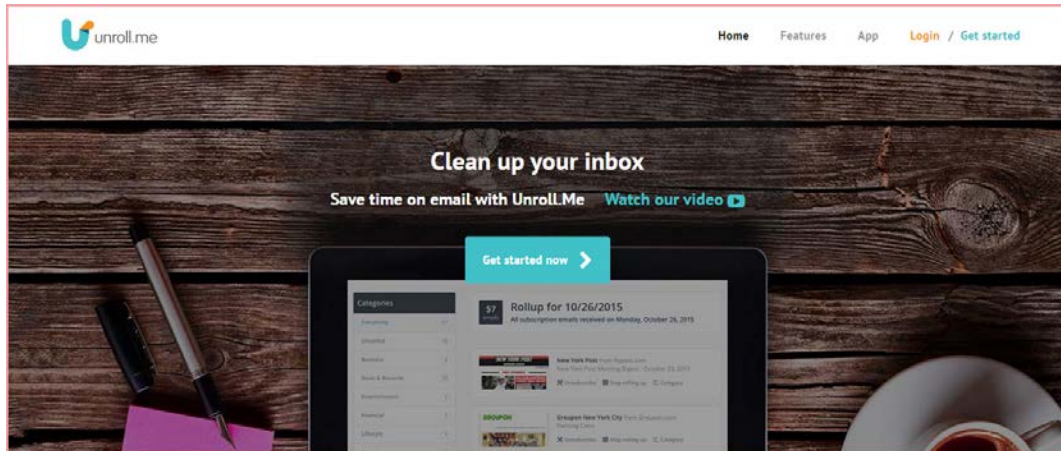
17. Feedly

Organize your publications, blogs, collections, YouTube channels and private business content all in one dashboard for easy access through Feedly.

You can search, save, schedule and share items to social networks—and more.



18. Unroll.Me



Identifies and puts your subscription emails into one email, so you can read them at once, at one time every day. It also intuitively categorizes them. And if you need to check a particular email, just look in the folder Unroll.me creates for you—it's called "Unroll Me". Works with mainstream email providers like Gmail and Yahoo.

And you can unsubscribe from any one (or many) of these emails with a simple click.

19. Productivity Owl

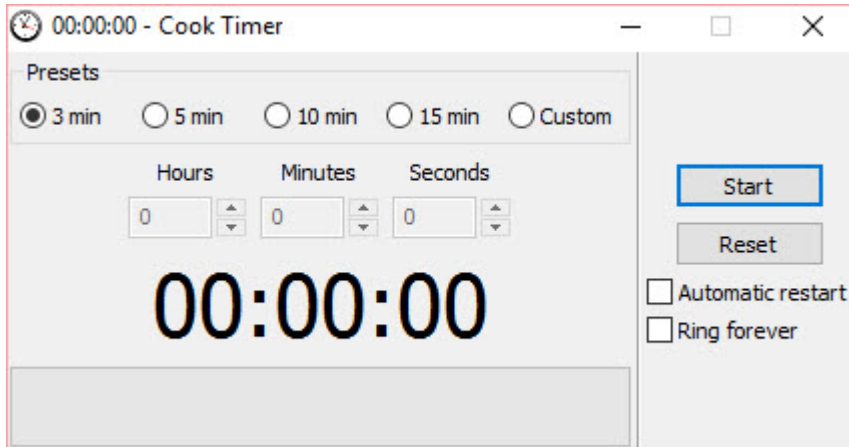
This Google Chrome extension unleashes a little Owl to fly at you from the screen, to let you know when you're spending too much time on a non-essential website like Facebook. (You set the sites to be blocked or allowed.)

It's important to know that the Owl will never bother you on "Allowed" websites, and you can save pages for later, instead of refreshing them, if you really don't want to leave.

Free—but there's a PayPal donate button.



20. Cook-Timer



This is it: An incredibly simple timer that you download to your desktop. It rings an alarm after any time period set by you. Use it in a stand-alone manner before any task.

A nice feature: You can set it to “Automatic Restart” if you know you’re going to want to continue, rather than stop and deal with the alarm. Or you can set it to “Ring Forever”.

Free.

Hope you found this list helpful!

As always, feel free to stop by our “Cool Resources” page for our weekly freebie.

<http://www.NextLevel-VA.com>

