

5 best time management apps



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I am a visual learner so either mind-mapping tasks and projects and compiling lists on the iPad (in order of priority) is the way I start the day (or the night before). I then cross the items off the list to show progress. Other individuals would record audio to get tasks noted.

It is great to have apps that can sync between desktop and your mobile devices and is a key feature you should look for in time management apps.

This was some advice that I had been given from a close mentor, Sonia Kokkalos (Recruitment Pool).

1. Make a list with the 6 most critical things you need to do in your day. Try and do this first thing in the morning, or the night before. (See Bento, Inspiration)
2. Time each task – and factor this into your day.
3. Make time for each task- put this into your calendar and make sure it is synced across different platforms i.e. mobile devices and your desktop computer.
4. Keeping track of projects- Find a way so you can keep track of each project both via mobile and desktop.

Best time management apps

[Bento](#)

Bento is ideal for project management as it crosses both Mac, iPhone and iPad. It provides templates to use as well as a “Bento” community where you can access further templates. The only downside is that you have to purchase a version for each one of these devices. It syncs between each of these devices over a wi-fi only network.

[Chronos: Free](#)

This app shows you where you spend your time and whom you spend it with. I use it to track how long I spend with clients and getting from one venue to another. This app is probably more useful for a smartphone than a tablet (just because of carrying the device) however it could be still used on a tablet.

[Evernote: \(Free, Premium and Business\)](#)

I use Evernote for different aspects of my business and highly recommend it to clients when working with them for “Technology Coaching”. This app is for Mac, PC, Android and iOS platforms and has various features that make it essential for the busy professional. The ability to search for notes across folders, in images and to record audio is a key feature of this program.

One of the latest features is: Evernote Hello. This scans your business cards and extracts information into your Evernote account. Another fantastic feature it tracks previous meetings with individuals and can import social media details such as Facebook and LinkedIn immediately. It is also great for using your device to take pictures of receipts saving you time when you have to find them for the accountant.

[Inspiration \(Desktop, Online and App\)](#)

Inspiration has a desktop version, online version (Webspiration Pro) and the iPad app. I use Inspiration for brainstorming ideas, organising thoughts and information (great for client meetings) and for setting goals on a daily, weekly and monthly basis.

[Dropbox \(Desktop, Online and App\)](#)

Cloud storage is becoming more important as we are working from our mobile devices rather than being tethered literally to our desks. It has great integration with other apps (it’s important to look for apps that can share information together, rather than just having a single usage). Dropbox allows you to set up folders and a key benefit is being able to drag/drop documents from your desktop into the Dropbox folder. This then syncs with your Dropbox account and is available to view on all devices.

These are some of the apps that I use on a daily basis to manage my time effectively, what are your top 5 apps that would benefit busy professional women?

Image credit: [Jeff Hester](#)