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## PRODUCTIVITY RESOURCE GUIDE

### FLOURISH & THRIVE ACADEMY

#### Overall Time Management

##### Week Plan

<http://www.weekplan.net>

WEEK PLAN gives you a weekly view on your tasks. A week view strikes the right balance between giving enough space to plan and a time window short enough to focus on execution.

##### Google Calendar

<https://www.google.com/calendar>

(syncs with many online calendars) can use the calendar for time blocking, appts, and more.

#### Time Management

##### Rescue time

<https://www.rescuetime.com/>

If you have doubts that you are using your time wisely, this app will send you weekly reports to indicate your time thieves.

##### Toggl

<https://toggl.com/>

Track time spent on projects. This is a great alternative to time-sheets if you need to track how much time you spend on different projects. Effective time management starts with being clear on exactly how much time you actually spend on your projects and tasks, and then analyze how you can manage them more effectively.





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## Focus & Productivity

### Evernote

<https://evernote.com/>

Capture everything in one place. Evernote is a free productivity tool that allows you to capture all your ideas, thoughts and images in many different ways, eg with voice, notes or images. You can even record your meetings, interviews, speeches and ideas, create lists, add voice or text attachments and share your files with friends. Now you can also sync Remember The Milk with Evernote to really optimize your time.

### Focus Booster

<https://www.focusboosterapp.com/>

This app is based on the principles of the pomodoro technique for individuals who procrastinate and feel overwhelmed by tasks. It is designed to enhance your focus and remove any anxiety you might have with time.

## Project & Task Management

### Asana

<https://app.asana.com/>

The easiest way for individuals or teams to track work, and get results. Do great things together.

### Basecamp

<https://basecamp.com/>

Every team needs a way to divvy up work, hash things out quickly, make big announcements, keep discussions on-topic, store and organize key files and assets, lay out milestones and deadlines, and have regular check-ins to make sure everything's all right. That's all a piece of cake with Basecamp.

### Freckle

<https://letsfreckle.com/>

On Freckle's user-friendly website, you enter details of how you (and/or employees) spend workdays. For example, you input which projects you're working on and for how long. Freckle then creates time and budget breakdowns





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for each person and job, individual activity graphs plus an accurate summary of billable and unbillable hours.

While it sounds ideal for accountants and Web designers, Freckle is also popular with one-person home workers and family businesses. It can give you an early warning if a project is heading off-track, or highlight when you've scheduled 12 hours of work to fit into a 10-hour day. It can even invoice clients automatically when the assignment is done.

### **Things (for Mac)**

<http://culturedcode.com/things/>

Things is a delightful and easy to use task manager. You'll get started in no time, entering and organizing your to-dos. You'll discover how Things truly makes you more productive. And soon you'll realize that achieving your goals comes more naturally — one to-do at a time.

### **Remember the Milk**

<https://www.rememberthemilk.com/>

If you are struggling to manage everything you have to do and you work with many different devices, this app is for you. It is a great free tool which is compatible with your mobile, computer, gmail, outlook, etc. It helps you to manage your tasks easily and reminds you of them wherever you are.

## **Mind Mapping**

### **Mind42**

<http://mind42.com/>

Mindmapping is a great productivity technique, and Mind42 is the best free mindmapping app. It helps you to get more organized by focusing your thoughts thereby gaining clarity on what needs to be done.

### **MindNode**

<http://mindnode.com/>

MindNode makes mind mapping easy. Mind maps are a visual representation of your ideas, starting with a central thought and growing from there. This allows you to brainstorm & organize your thoughts in an intuitive way, so you can focus on the idea behind it.





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Being featured by Apple as an “App Store Best”, MindNode has helped students, artists and project managers to be more creative with less effort.

## Social Media & Website Blocking Apps

### Anti-Social

<https://anti-social.cc/>

Anti-Social is the amazing app that makes it easy for you to target and block any distracting website so you can be more productive.

### Cold Turkey (for a PC, Mac coming soon)

<http://getcoldturkey.com/>

Use Cold Turkey to block sites like Facebook so that you can concentrate on work or anything else.

## Customer Relationship Management (CRM)

### Insightly

<https://www.insightly.com/>

Insightly is a great tool to help small businesses deal with the vital task of managing your leads, contacts, organizations, partners, vendors and suppliers. Using CRM best practices, you can see everything about a lead or a contact — from background, email history and important dates, to any projects or opportunities in which they have participated.

