



Essential Apps


APP	DESCRIPTION	WHY IT'S ESSENTIAL	COST
VIRTUAL NOTEBOOKS			
Evernote 	Virtual notebook- capture notes, thoughts, ideas	Helps eliminate paper clutter, saves time, keeps you organized everywhere you go	Free
Microsoft OneNote 	Virtual notebook- capture notes, thoughts, ideas	Helps eliminate paper clutter, saves time, keeps you organized everywhere you go	Free
TO-DO LIST OPTIONS: CHOOSE ONE			
2Do 	Track your to-dos	Sync your to-do lists online, schedule tasks for the future, set reminders, categorize tasks	\$6.99
TeuxDeux 	Track your to-dos	Sync your to-do lists online, schedule tasks for the future, set reminders, categorize tasks	\$2.99
Toodledo 	Track your to-dos	Sync your to-do lists online, schedule tasks for the future, set reminders, categorize tasks	\$1.99


TIME MANAGEMENT TOOLS


<p>Time Timer</p> 	<p>Timer app</p>	<p>Helps with time management and staying on task</p>	<p>\$1.99</p>
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<p>Week Calendar</p> 	<p>Calendar</p>	<p>Includes a week overview, which the iPhone calendar does not</p>	<p>\$1.99</p>
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SOCIAL MEDIA

<p>LinkedIn</p> 	<p>Professional networking</p>	<p>Find new contacts after networking, connect with old colleagues</p>	<p>Free</p>
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<p>Twitter</p> 	<p>Social media connection</p>	<p>Keeps you in the loop with your clients/customers, even while you're on the go. Stay up-to-date on your industry's breaking news</p>	<p>Free</p>
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<p>Skype</p> 	<p>Communication tool</p>	<p>Great for making calls or video-chatting while on-the-go</p>	<p>Free</p>
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MOBILE DOCUMENTS

Documents To Go



Microsoft Office programs editing capabilities

View and edit Word, Excel, and PowerPoint on-the-go

\$9.99

Dropbox



Cloud file sharing

Allows all employees to share documents virtually; helps families access shared files on the go

Free

OTHER MUST-HAVE APPS

Amazon



Shop Amazon

Find Innovatively Organized's recommended products on our Amazon store to improve productivity and save time

Free

Dragon Dictation



Speech recognition tool

Saves time by eliminating typing

Free

Epicurious



Recipe database, online shopping lists

Save time in the grocery store, find meal ideas quickly

Free






FedEx Mobile



Shipment tracking information

Track purchases, create shipping labels, find nearest FedEx locations all while on-the-go

Free

	Instapaper	Distills websites down to their bare essentials (readable text), downloads and saves for reading offline	Saves time and helps read online more efficiently	\$4.99
	Mint	Money management tool	See all of your finances in one place, send bill reminders, create budgets, categorize spending, set saving goals	Free
	Seattle Traffic View	Maps of Seattle traffic	Save time and productivity by avoiding traffic	Free
	SplashID	Password and information manager	Never forget various account information and passwords, save time	\$9.99
	WorldCard Mobile	Business card scanning software	Stay connected with contacts and new networking individuals	\$6.99

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