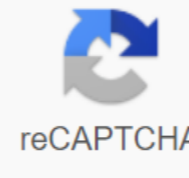




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November 2020 Whether you use your Mac for work or only for your personal projects, you've probably found yourself wondering how you can improve your productivity. There are only so many hours in a day and so much mental stamina you can check before you run out. There are plenty of tricks you can use to improve your own productivity and prospects, but if you're looking for a more objective, comprehensive solution, the best thing to do is equip your Mac with productivity apps designed to help you do more in less time. This Lifehack-exclusive list has some of the best productivity apps that help you feel less tired, improve your energy and ultimately help you get more done every day. What gives the best productivity apps? In addition to productivity tips, there are also dozens of productivity apps to choose from. With that in mind, here are some of the key aspects of ideal productivity apps that have formed this list. Non-intrusive – you want a productivity app to weave seamlessly into your workflow and not cause disruption. From using the app to the parent screen, it should not cause interruptions. Good interface – Again, you want to be able to use these apps easily and get them for the benefit of you. The easier you can navigate these apps, the better. Fair pricing – Many of these have free trials that give you a good chance to test before you buy. If you decide to pay for it, the monthly price plans should be reasonable for what you get. 1. TodoistAvailable for all iOS devices, Todoist is a note taking and organization app that can keep you on top of all your projects, both personal and professional. Its best features are all free to use, including browser extensions, task creation, and interactive boards you can use to organize all your notes. If you want to pay the optional \$29 annual fee, you can get even more advanced features like backups and automatic reminders. Even with the free version, you will stay much more organized. Download: Todoist2. 1PasswordYou may not realize it, but you probably spend a ton of time recalling your passwords, especially if and when you forget one to one app you use on a regular basis. 1Password is an app for Mac that saves and remembers all your passwords for you in one place so you can access all your favorite sites with a single click. You save time and keep all your accounts secure at the same time. A personal plan is \$2.99 per month. Download: 1Password3. BearBear is a unique form of note-taking app designed to make it easier for Mac users to jot down notes on the go. With it, you can create to-do lists, give yourself reminders, and outline concepts for future brainstorming sessions. It comes with a variety of built-in styles, so you can customize your notes for your preferences and remember the context in which you wrote them. The central version is free, with a \$14.99 a year version available as well. Download: Bear4. HazelHazel of noodlesoft is an automated organization tool designed for Mac Mac will help you automatically organize your files based on any custom rules you want to create. For example, you can set it to move untouched items from one folder to another folder named action items if they have not been addressed within a week. It can save you hours of organization in a few weeks. A single license is a flat \$32.Download: noodlesoft5. AlfredAlfred is an all-in-one app designed to save you time with Mac shortcuts and convenient custom actions. You can use it in many different ways. For example, you can access Alfred's clipboard memory so you don't copy and paste the same material over and over again, or configure custom workflows to automate some of your most repetitive tasks. It's a paid app, with multiple price points based on the features you want. Download: Alfred6. TextExpanderTextExpander does exactly what the name suggests; it allows you to type a short piece of text and expand the text automatically. For example, you can create a custom extension that allows you to conjure up an entire paragraph you type repeatedly by simply typing a unique abbreviation. Once you get used to your custom combinations, you'll save your fingers from typing thousands of words. An individual account is \$3.33 per month. Download: TextExpander7. BackblazeIf you've ever experienced a crash or theft of your Mac, you know how much time a system restorer can cost you. You'll spend hours replacing the files you've lost and losing thousands of irreplaceable files. Backblaze is an automated, inexpensive way to scan your entire Mac for just \$5 a month. Download: Backblaze8. Keyboard MaestroKeyboard Maestro is an older app that still has the power to make your life easier. It lets you automate any number of tasks based on a specific trigger (such as a shortcut key combination or an event like connecting to a wireless network). A single license costs only \$36.Download: Keyboard Maestro9. SnagitThere are many programs for a good screen-capture app, whether you are trying to illustrate a tech problem you have or just want to make an interesting meme. Snagit makes it easy with built-in editing for both still images and video. A single license covers two machines, and costs \$49.95.Download: TechSmith/Snagit10. BartenderBartender is the smartly named app that helps you clean up and organize all your icons on the menu bar. You can also get quick access to them with keyboard shortcuts. If you are like most Mac users, these icons get cluttered quickly and stop you from working effectively. It is free to try for 4 weeks, after which you will need a \$15 license. Download: Bartender11. OtterOtter is the Mac app for the note-taker who hates typing. It's an intelligent voice recognition system and a note-taking app that helps you transcribe your conversations, notes during meetings and even take contextual notes for yourself in your own time. Best of all, it's free to get started! Download: Otter12. FluxEr you often feel tired all day, or unable to get to sleep after a day of staring at your computer? This may be due to the unnatural blue light that radiates from your Mac.Flux naturally adapts your screen to emit light that matches the time of day, so you can sleep better and feel less tired. It is free and you can unsubscribe at any time. Download: Flux 13. PDFpenIf you are dealing with PDF files on a regular basis, you probably find yourself wanting for some kind of tool that can let you mark these PDF files as you wish. Without a dedicated app like PDFpen, it can be difficult. With PDFpen, you can edit PDFs in almost every way imaginable, giving you more power and saving time. A single license is \$74.95.Download: Smile Software/PDFpen14. OmniFocusOmniFocus is all about task management. It has a clean interface that allows you to tag your tasks, schedule events, and even automate certain features. It's one of the most comprehensive solutions on the market, so there's a bit of a learning curve to get the most out of it. A standard license is \$39.99, while the pro version is \$79.99.Download: OmniFocus15. FranzIt is tiring to switch between dozens of different chat programs like Facebook Messenger, Slack, and WhatsApp when you want to have a conversation with another contact. Franz's solution is simple; for example, you can provide access to all of these apps in one convenient package. And best of all, it's totally open source. Download: Franz16. MindNodeIf you are the brainstorming type you need an app like MindNode to help you effectively organize your thoughts. There are dozens of tools you can use to connect ideas in a mind map, or simply note notes for future reference. The core app is free with in-app purchases. Download: MindNode17. FocusThe internet is a wonderful thing, but it can be terribly distracting. And if you're like most of us, you've interrupted work on a project because of some sensational site or bad online habit. That's where Focus comes into the world. This app allows you to block the worst offenders with custom time limits and other limitations so you can focus on the task at hand. A single license is \$19.99.Download: Focus18. CleanMyMacChances is, your Mac doesn't work as fast as it could, thanks to gigabyte clutter and unnecessary files on your system. CleanMyMac helps you scan your Mac, monitor its health, and eventually clean up — so you can handle all your tasks extra faster. A single license is \$39.95.Download: CleanMyMac19. GrammarlyA spelling or grammatical error can cost you big time. It could be the source of a worse quality on a large paper, or compromise your credibility at work. Fortunately, Grammar can help you. This Mac integrated writing assistant monitors all your writing and makes live corrections, alerting you to your potential errors before they are A free version exists, but the premium version will cost you between \$11 and \$30 a month, depending on how you pay. Download: GrammarlyFocus To DoFocus to-do is one of the top apps for your iPhone around. It even has a desktop client that you can connect to effortlessly. The app is built around two things: the Pomodoro technique and task management. It achieves these things with amazing balance. All you have to do is create a task and then set the timer right within the app itself. There is also great flexibility with Pomodoro technique as well. You can choose whether to take a 5-minute break, take a longer break, or even skip it. On the task management page, you can also create recurring tasks, reminders, and also prioritize tasks. Download: Focus To DoThe Bottom LineThese productivity apps should help you squeeze more productive hours out of every day, but they're not the only tools you'll need to help you find success. Make time to learn about and experiment with all the life hacks that can make you more productive. By improving your devices as well as your outlook and focus, you will be able to get much more from your hand in a day and feel better doing so. More to increase productivityFaktured photo credit: Patrick Ward via unsplash.com unsplash.com

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