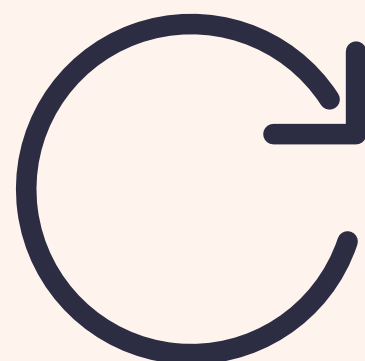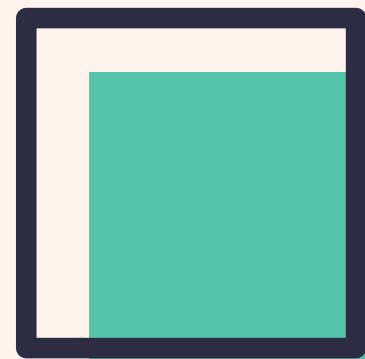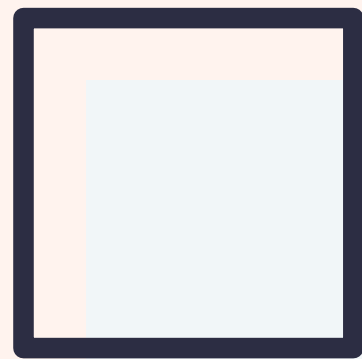# TOP 10 APPS TO HELP YOU FOCUS/STAY ORGANIZED

1

Due — Persistently Bugs You With Notifications Until You Complete Your Tasks (iOS)

Due remembers all the things that you need so you don't have to. Because it repeatedly reminds you of things until you act on them, it's impossible to forget anything. Most importantly, it's lightning-fast to set and postpone reminders, all thanks to a clever time picker and natural date parsing.
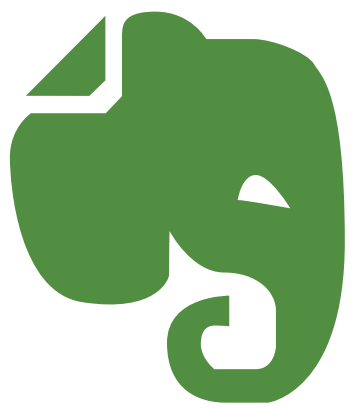
KEY FEATURES

1. Persistent & Effective
Auto Snooze repeatedly* notifies you of missed reminders until marked done or rescheduled. Choose between intervals of every 1, 5, 10, 15, 30 and 60 minutes.
2. Fast to Set, Fast to Postpone
A time picker with 12 preset and fully customizable times lets you set due dates and postpone reminders in recor time.

3. Natural Date & Time Parsing
Due can also parse dates and times that you typed or dictate and offer to set the due dates and times for you.
4. Countdown Timers
Precise to the second, perfect for making the perfect soft-boiled eggs, brewing your coffee and more. Set them up once and reuse them forever.
5. Powerful Recurring Reminders
From the simple daily and weekly reminders to the complex every-3rd-Wednesday-of-the-month kind of reminders. You don't need a subscription or pay monthly fees (so that's already one less thing you need to remember to pay!) to enjoy its functions.

2

Evernote — This note-taking app can hold everything from recipes, photos, and websites to PDF documents, audio notes, and more. (Windows, Mac, Android, iOS)
This cross-platform app has been one of the most popular note-taking apps since its release, and for good reason. For one, its features and functions are so exhaustive that users can take notes, create to-do lists, take photos, record voice memos, and schedule meetings within your team or organization. It's especially popular among students and teachers because it allows users to create portfolios, lesson plans, manage classrooms, and take minutes of meetings. And because of its cross-platform feature, you can gather and access all your notes whether you're at home, at work, or on-the-go.

3

Remember the Milk — Uses Many Communication Methods to Remind You About Your Commitments (iOS, Android, Mac, Windows)
Remember The Milk (RTM) program has been around since 2004, and that says a lot. Its popularity and longevity lie in its minimalist approach in boosting your productivity and keeping you on track. One of the app's features that people love is its share function, which allows users to share to-do lists with other family members, co-workers, or classmates to get things done faster. Remember the Milk also lets you choose how you want to get notified (email, Twitter, and SMS are some of the options) and allows you to sync your account across devices, including desktop PC.

Freedom — Defers You From Distracting Apps as You Complete Your Work (Mac, Windows, iOS, Android, Chromebook, Linux)

While having one of the apps on this list in your phone can be extremely helpful in making sure you have no task left behind, you likely have 10 or more apps in there that do the exact opposite. Distractions are the number one enemy of productivity, which is why you need Freedom in your life. Available for use on smartphones, tablets, and computers, it allows you to ban specific websites or Internet access for a set amount of time (and the only way to regain it is by restarting your device or waiting until the ban period has elapsed). In other words, it 'frees' you from the trappings of endlessly scrolling through your Instagram feeds or getting sucked into the YouTube vortex.

Brain Focus — Keeps You Motivated by Providing Short Breaks Between Your Tasks (Android)

The Brain Focus Productivity Timer is a time management app for Android that helps you get things done. Its concept is similar to that of the Pomodoro Technique, which recommends that you divide your work into segments and take breaks in between. It comes loaded with other must-have features, such as Wi-Fi deactivation, turning off notifications during work times, and pausing and restarting sessions.

SimpleMind Lite — Makes Mind Mapping Fun, Easy, and Completely Ad-Free (Mac, Windows, Android, iOS)

Mind-mapping is a powerful brainstorming exercise when you want to generate or connect ideas, and one of the best mind-mapping apps available is SimpleMind. Analyze your thoughts and structure them with SimpleMind. The unique free lay-out allows you to organize your ideas exactly how you want it.

- Multiple Mind Maps on one page.
- Horizontal, Vertical, Top-down and List Auto layout, perfect for brainstorming.

7 Dictation — Transcribes Your Audio Files for Quicker Note-Taking (iOS)

Dictation is an iOS speech to text app that can recognize and transcribe over 40 languages. This means you can dictate, record, translate, and transcribe text conveniently using your own native language without having to awkwardly repeat your words over and over (and the transcription still doesn't get it right). It follows simple voice commands to add new paragraphs, punctuation marks, smileys, and other special characters.

8 Productive Habit Tracker — Rewards You for Completing Tasks and Pushes You to Keep Going (iOS, Android)

Productive helps you set personal goals, build new habits and create momentum in your life. Manage your habits create, complete, stop, or pause habits at any time. Challenge yourself to take part in weekly challenges, tailored to improving your life — so you can live it to the fullest. Track your progress — build streaks of completed habits and perfect days. It has a simple and intuitive interface, which makes it easy to track your to-do lists, goals, routines, and your best streaks. It allows users to check and measure their progress and see just how much they've improved and how often they've hit their goals.

9 Sleep Cycle — Tracks Your Sleeping Patterns and Gets You Up at Your Optimal Wake-Up Time (iOS, Android)

One of the things that significantly impacts your focus and productivity is sleep. Too much or too little of it usually leads to feeling sluggish and unmotivated. In other words, have a bad night's sleep and you're likely not getting anything done the next day. Luckily, Sleep Cycle helps its users keep better track of their nighttime rest and encourages them to form healthier sleeping habits. It tracks and analyzes snoring, talking, coughing, movement, and other sounds. It also gives users sleep statistics and can identify short- and long-term trends.

10 iRewardChart — Lets You Reward Your Kids' Behavior When They Complete Their To-Do Lists (iOS, Android)

iRewardChart looks to help parents keep track of their child's good behavior, and reward them appropriately. iRewardChart creates a framework for parents and children to discuss, regulate, and reward positive conduct by establishing a rewards system based on performance and good behavior. Parents can give stars to kids when they behave well, which they can then exchange for different prizes. Rewards are tiered and can be unlocked using a specific number of stars, which can be set by the parents. Say, ice cream for dessert will cost 10 stars while a movie and pizza night needs 20.