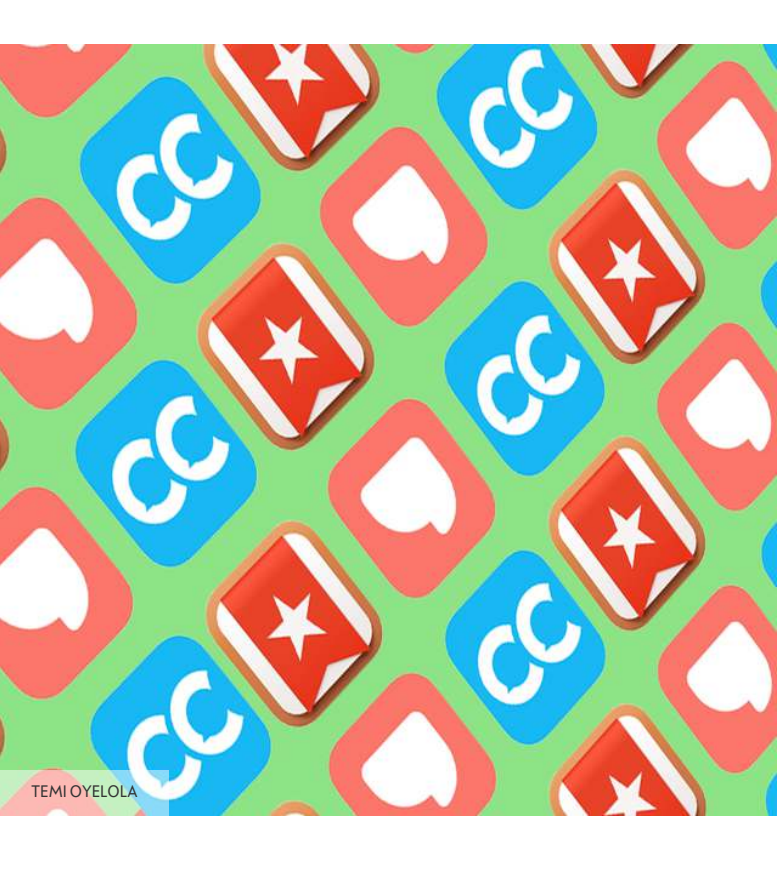
The Best Organization Apps to Simplify Your Life

It's like having a free personal assistant.

By Brigitt Earley Apr 24, 2019



TEMI OYELOLA

When you're juggling it all—work, kids, relationships, networking—it's not always easy to keep tabs on everything. That's why we asked female entrepreneurs to share the best organization apps—the tools that help them manage to be their best, most productive selves. Here's what they had to say.

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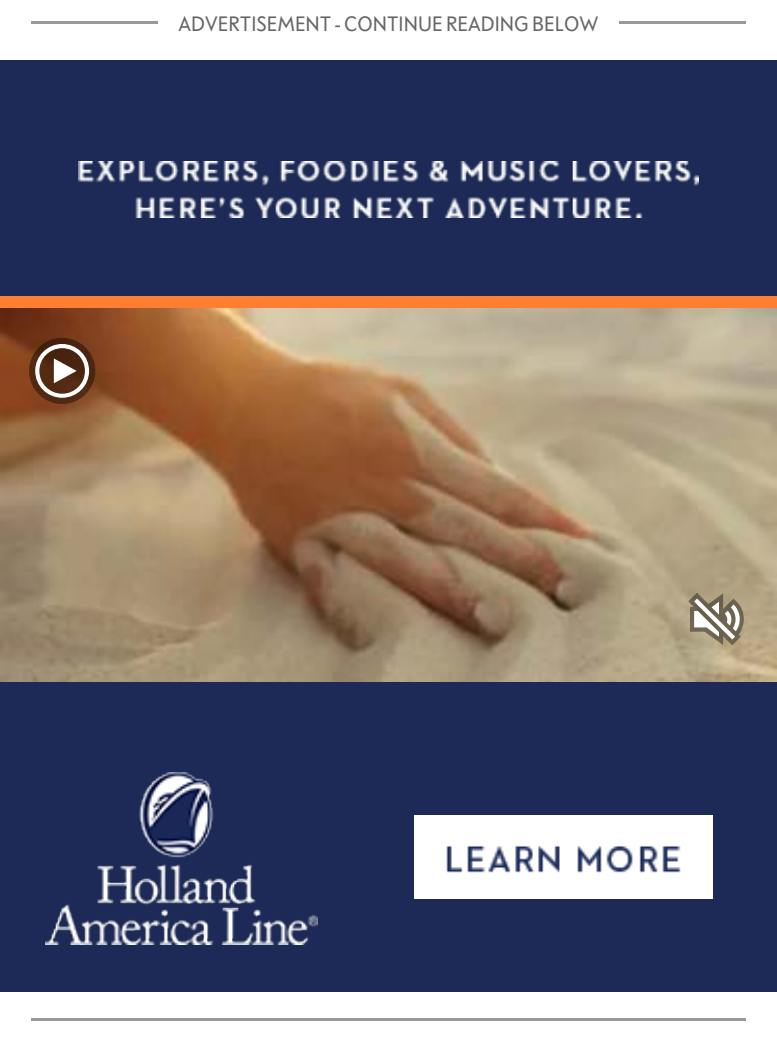

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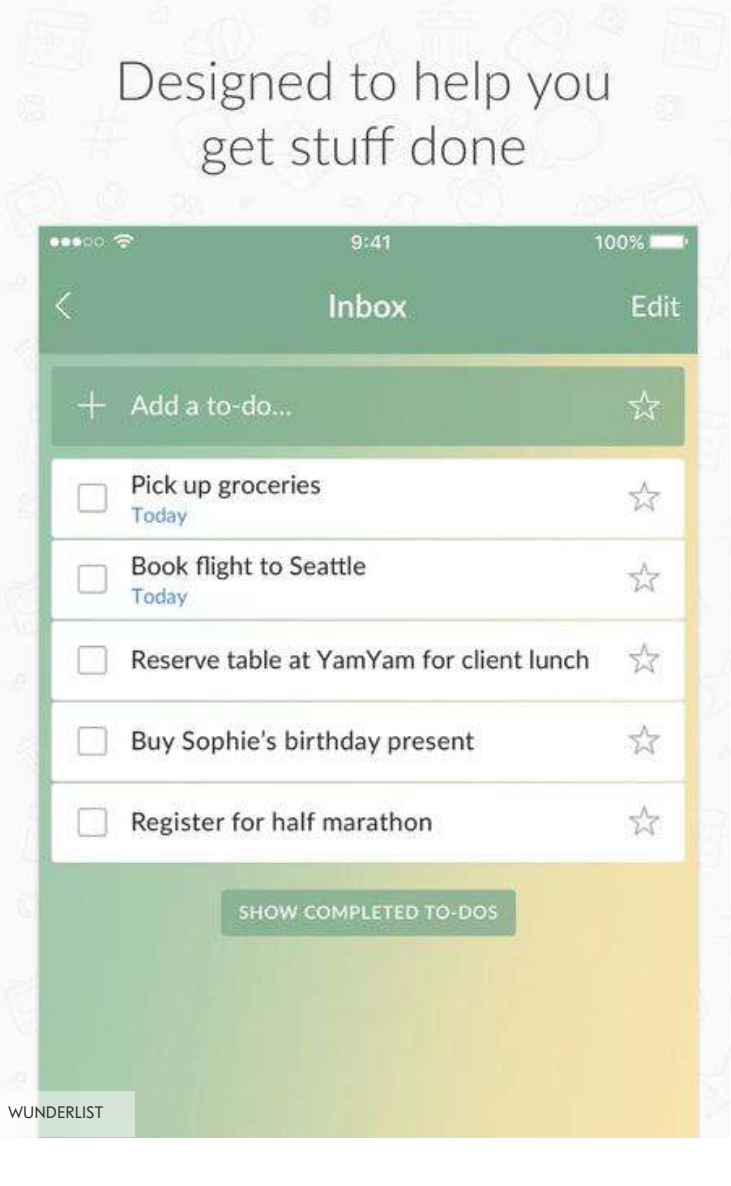

Designed to help you get stuff done
9:41
100%
Inbox
Edit
Add a to-do...
Pick up groceries
Today
Book flight to Seattle
Today
Reserve table at YamYam for client lunch
Buy Sophie's birthday present
Register for half marathon
SHOW COMPLETED TO-DOS

WUNDERLIST

Wunderlist

If you have multiple to-do lists, this app is a lifesaver. The intuitive design is easy to use and highly functional—use it manage multiple lists, set reminders, and keep track of important notes, documents, or voice recordings pertaining to particular tasks. "I use it to track all of my tasks both personal and business," says Anne Blumer, a certified professional organizer. "It gives me the same satisfaction as a paper list that I can check off when I have completed a task."

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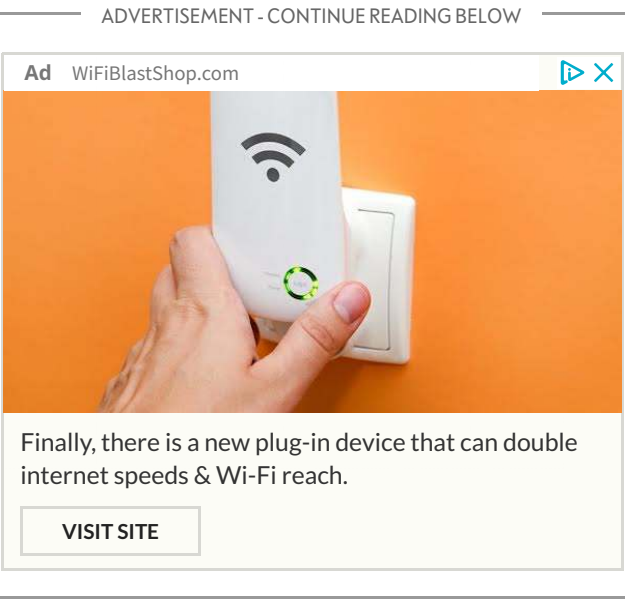

Finally, there is a new plug-in device that can double internet speeds & Wi-Fi reach.
VISIT SITE

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calendly

CALENDLY

Calendly

If you've ever struggled to settle on a meeting time or accidentally double-booked yourself, this calendar app is for you. "It's one of the best tools I use in my business to save time and streamline," says Alexis Haselberger, a time management and productivity coach. "I never have to go back and forth with a client or vendor to set up a meeting, and I'm never double booked." You simply send a link and the recipient books a time that's convenient for them directly on your calendar.

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READ CARDS INSTANTLY
Read & save cards to phone Contacts
INTSIG
Michael Jones
Jones
Michael Jones
VP INTSIG Information Co., Ltd

CAMCARD

CamCard

If your wallet is overflowing with business cards you haven't had time to organize, this simple app will lighten the load. "I highly recommend CamCard to keep track of contacts—both personal and professional," says Lisa Dooley, an organizing coach. "No more holding onto cards—I just scan them and hand them back!" Simply take a photo, and the app automatically moves all pertinent information to your address book.

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TIME TIMER

Time Timer

Have trouble focusing? Who doesn't! This app can help direct your attention to completing whatever task you've taken on in a reasonable amount of time—a particularly useful tool for anyone who bills by the hour. "It shows the time passing, which motivates me to stay focused on the task," says Blumer.

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LASTPASS

LastPass

How many times have you had to hit "forget my password," and go through the painstaking steps of recreating another? If the answer is more than you can count, this handy app will keep all your passwords—both work and personal—in one easy-to-access spot. "I don't have to remember anything anymore," says Jen Grant, chief marketing officer at Looker.

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EVERNOTE

Evernote

Do you have what seems like one million balls up in the air? "I refer to Evernote as 'sticky notes in the sky,' because it creates a cloud-based safe space for all the random bits and thoughts you want to keep track of," says Darla DeMorrow, a certified professional organizer. This do-it-all app allows you to manage to-do lists, scan business cards, receipts, documents, and handwritten notes, plus record voice memos. It's so powerful that DeMorrow wrote her last two books almost entirely in Evernote.

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JOUR

Jour

On the surface this may not look like your typical organizational app, but it's a great tool to help minimize distractions and get more work done. "This app helps channel your bad energy or practice gratitude and let your emotions go, so you can focus on your business and projects," says Jacquelyn Son, co-host of the Glow Radio podcast. Use the daily guided planner to organize your thoughts and prioritize your wellbeing.

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TODOIST

Todoist

As the name suggests, Todoist is another great to-do list manager. Use it to set an alarm, track due dates, or manage various projects. "Until I discovered Todoist, I had checklists scattered everywhere: in my notes app on my phone, in email drafts, in Google Docs, in multiple notebooks, but with Todoist, I can keep all of my to-do lists organized in one place," says Kate Flynn, founder and CEO of Sun & Swell Foods. "Todoist makes me feel more in control of everything I have on my plate."

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ACTIVEINBOX

ActiveInbox

If reaching inbox zero is something you could only ever dream about, give this handy email management tool a try. "I'm not sure my business would have succeeded without it," says Michelle McCarthy, founder of Rowdy Bird Media. The app seamlessly integrates with your email and allows you to turn any emails that require action or followup into tasks. It also has a "send later" function, so you can schedule emails to go out at the appropriate time—a feature that's indispensable for anyone who works with clients in different timezones.

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POSTMATES

Postmates

It may not help you plan your own home-cooked meals, but apps like Instacart and Postmates can be lifesavers for working parents, says Dana Marineau, vice president of brand, creative and communications for Credit Karma. "On the days when my husband and I don't have the capacity to cook a full meal after work, we will use Postmates to deliver."

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