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Need Some Help Organising Your Business and Personal Life?

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Personal and business lives are often not straightforward, and at times can become a little bit untidy.

We can all do with a bit of help now and again to get things organised and back to the way we want. Nowadays, support has never been as readily available, and there are a host of online tools and applications that can help you keep track of your business and personal lives.

In fact, there are so many organiser apps available that you might struggle to decide which are the best ones for your situation. This brief article aims to introduce some of the best apps to organise your life and hopefully help you choose the right ones.

Asana. Asana is a web and mobile app used by businesses and organisations to help their teams manage their workflows and improve productivity. The app comes with a good pedigree in productivity, having been developed by Dustin Moskovitz

(co-founder of Facebook) and former Google engineer Justin Rosenstein. They both worked on productivity in their former roles, so this app can surely help you with that.

Dashlane. This is a cross-platform password management tool that operates on a subscription basis. It is compatible with macOS, iOS, Windows, and Android operating systems. You can use the app for free with the option to pay for upgrades.

Dropbox. Dropbox is a file hosting service offering cloud-based storage for photos, documents, and other digital files.

Evernote. Evernote provides a note-taking, organisation, and task-management application. You can create notes in text, image audio, or drawing formats. These notes can be tagged, edited, exported, annotated, and searched.

Google Trips. Google Trips allows users to plan their trips along two thousand miles of UK river paths. You can plan your trip to consider crossing bridges, locks, towpaths, and riverside refreshments.

Habitica. This is an online open-source task-management app. The app is structured like a role-playing game, which sets it apart from other task-management tools.

Hootsuite. This tool allows you to manage your various social media on a single platform. You use the system via a user-dashboard, enabling you to integrate your Facebook, Instagram, LinkedIn, Twitter, and YouTube feeds.

Lastpass. This is a free password manager application, enabling you to encrypt and store your passwords online. The basic system is free to use, and various plugins can be accessed through a premium subscription.

Sortly. Here is a straightforward asset and inventory tracking application. It enables you to track various items and their associated data, including condition, price, quantity, description, etc.

Trello. This one is an online Kanban-style list-making and organising application. Like a basic project-management app, it allows you to track what is being done, by whom, and at what stage.

Wunderlist. This is an online task-management app that allows you to create lists and manage tasks from your smartphone.

In conclusion…

Hopefully, using one, some, or all of these handy tools will help you and your business stay more organised.
Still struggling with organising your business? Give us a call at Virtual PA Services: 0161 507 0656.
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