

Phones have come a long way from being simple tools for conversation. Smartphones come loaded with features and anyone who owns one of these including the latest addition to the stable, the iPhone 5, is well aware of their ability. Continue using these powerful hand held devices to play music, download games, and take beautiful pictures but why not add some practical devices that increase your efficiency levels while lowering stress levels?

In a fast paced and connected world, productivity applications save time and make life easier. The ability to save files, share, take notes, track payments and expenses, eliminates duplication of efforts, and helps keep work and personal life organized. There are paid and free applications that are optimized for iPhone 5. Those who like apps but are unwilling to pay upfront can try free ones.

### **Have you downloaded any of these five free productivity apps?**

#### **Evernote**

Evernote acts as an online journal. This service allows you to tag documents, audio files and to-do lists from the PC or laptop and store them on cloud. You can capture notes and images with the iPhone camera and sync them with the PC, laptop or the web. Evernote indexes the notes and recognizes text within images. This flexible and searchable service has been updated to allow Facebook shares and see many documents on a larger screen. Sign up for the basic account and see how it works.

#### **CardMunch**

CardMunch converts business cards into phone book contacts. You have to take a picture of the card and upload it to the service. CardMunch transcribes the information and automatically adds it to the address book as a contact, eliminating the need for a physical card. The service which is owned by LinkedIn comes with the advantage of linking with the person's account at LinkedIn. The service is free, simple to use, accurate and relatively free of bugs.

#### **Cloud On**

Cloud On helps you run a full desktop version Microsoft Office on the iPhone. This service lets users access the documents from anywhere. The programs that are compatible are Word, Excel and PowerPoint. Cloud On integrates with Dropbox, Google Drive and Box and helps store all the documents on cloud.

#### **Mint.com Personal Finance**

The Mint Personal Finance app reminds you about payment due dates, keeps track of your spending and provides tips on saving. The app is useful in creating budgets wherever you are. It also splits single transactions into several categories, which can come in handy during shopping trips.

#### **Add.Do**

The Add.Do app acts as to-do list but with a difference. The app uses voice recognition to allow users to set the location and time. This eliminates the need for typing out the tasks. The notes can also be used as sub tasks for a particular to-do item and sort them by date, priority or folder. Removing

completed errands is easy. Just shake the iPhone. The app syncs notes and to-do lists on cloud storage.

Myriad apps are being created everyday by developers with improvements in existing ones. Check out these five productivity apps in the meantime and put your iPhone to good use. Plan, organize, manage, and monitor your work with just a touch of the screen.

\*Written for a client

Sold Sample