

Top Technology Tools

Toss the Paper

Notes → Evernote

Upgrade from post-it notes and notebooks to a notes application with a search capability that looks through to attachments, syncs across devices, with the ability to collaborate with other users.

File Storage → Dropbox, Shutterfly, Mixtiles

Drowning in paper? Upgrade to cloud storage for files, reliable backup for key files and photos, sync across devices, with the ability to share with other users and collaborate. Use Shutterfly to turn photos into prints, books, and Mixtiles for your walls.

Books → Audible

Stack of books you want to read but can't find time for? Audiobooks make walks and commutes your time for learning.

Mindset Matters

Inspiration → I Am, Voice Memos

Resorting to watching cat videos or scrolling when you have a spare moment? Scroll through these affirmations instead. Voice memo recordings of affirmations in your own voice can be listened to on the fly to reprogram your subconscious.

Journal → 5 Minute Journal

If you can't sit in a picture window with a leather bound journal, use this app instead. Available while sitting in the waiting room at the dentist, pick up line for kids, or waiting for a video conference to start. Prompts probe for recognizing the good in your day and fostering an attitude of gratitude.

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Boost Your Health

Health Tracking → **FitBit, Fitness, MyFitnessPal, AllTrails**

If metrics inspire you and inform you to advance your fitness goals, use a wearable with metrics and track all the data around your health in an app.

Meditation → **TenPercentHappier, Headspace, Calm**

Guided meditations for skeptics and beginners to practice mindfulness - training your brain to come back to the present moment.

Checklist → **HabitHub**

Looking for help in making your routine stick? Red / amber / green traffic light format and scheduling for daily recurring tasks.

Keep It Under Control

Research and Editing → **Chat GPT, Grammarly**

AI can help research, answer questions, summarize information, and draft communications. Just remember to check for accuracy as the output is never 100% there.

Password Management → **Dropbox Passwords**

Syncs across devices securely and stops you from feeling like a deer in headlights when prompted for a login and password.

Screentime Controls → **Apple Settings Screentime**

End the rabbit-holes of hours lost staring at phones and break the twitch to respond to notifications from applications that want your attention to show you ads. Set time limits on time-sucking apps and schedule true downtime instead.