Organising your life with apps

Technology has greatly improved our lives in the past decade with almost everything we need easily accessible in our pockets. Whether you're a student or working a 9 to 5 job, the wide variety of apps available on the Google Play Store and the App Store can help you organise your life.

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For those of you tired of forgetting your homework/assignments, shopping lists, class notes and so on, here's a list of the different category of apps which will help you with these problems.

NOTE-TAKING APPS

There's always something or the other to note down. Whether it's your class lectures or an extensive shopping list, note-taking apps are quintessential to one's life and survival. Some notable ones are *Evernote, OneNote, Google Keep,* and *NotePad*. Each app has its own unique features that will allow you to optimise your note-taking proficiency. While *Google Keep* is more efficient when used as a replacement for sticky notes, both *Evernote* and *OneNote* can be used to keep extensive detailed notes about your activities or classes.

TASK MANAGEMENT APPS

While note-taking apps may help you organise some of your tasks, when you have multiple classes, assignments, projects, etc. to keep track of, task management apps can be your saviour. They usually present you with a checklist of tasks ready for you to start completing. Some of the more popular apps in this particular category include *Todoist, Any.do,* and *Wunderlist*. All of the apps also come with brilliant widgets which you can have on your home screen, where you can easily add or check off tasks accordingly. Additionally, you also have the option of dividing up your tasks based on different projects and priority levels. For example, you might have one project for your Math class and another for your History class – both equally boring yet important. Some of these apps

Save links to Pocket and view them later
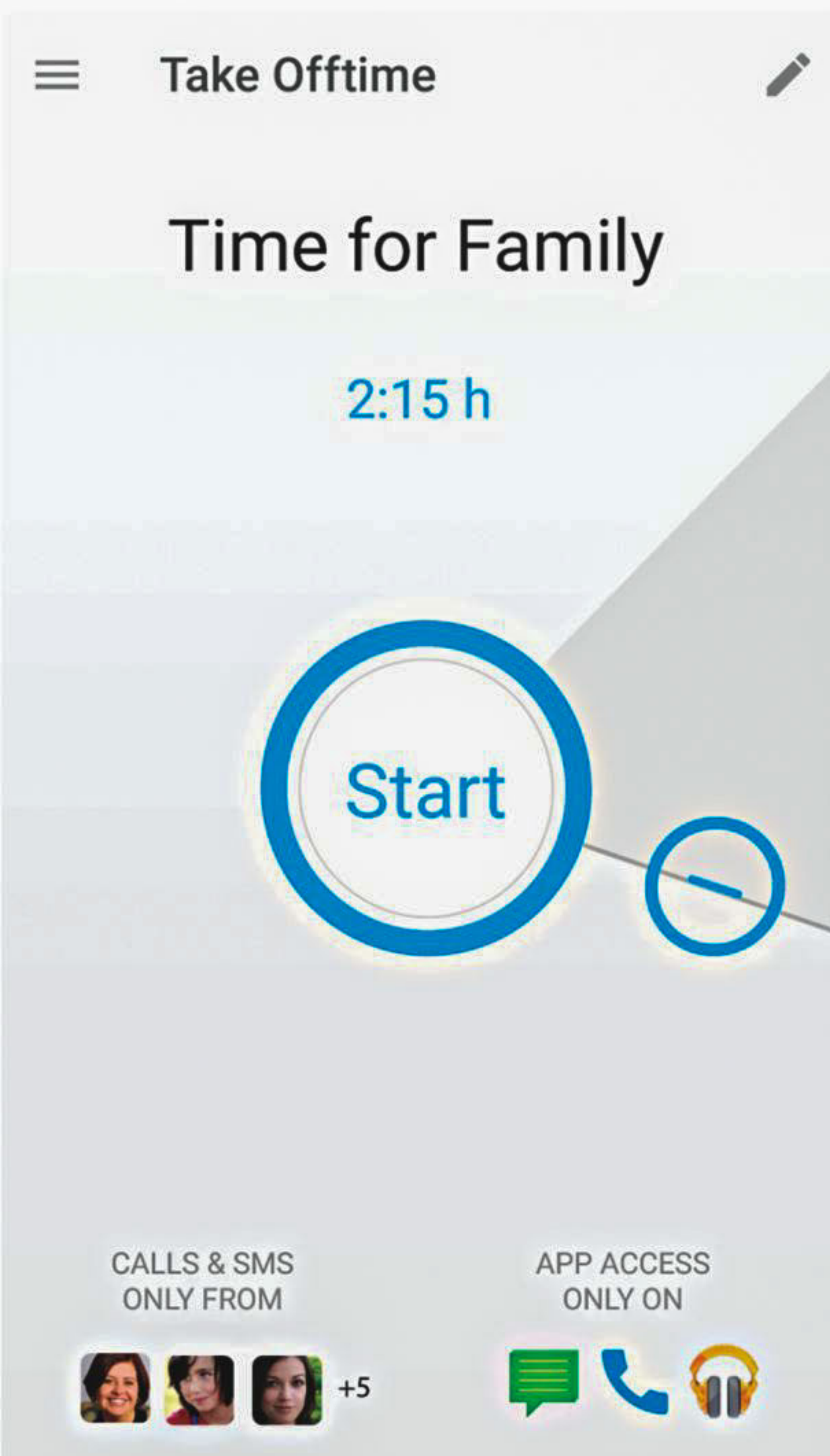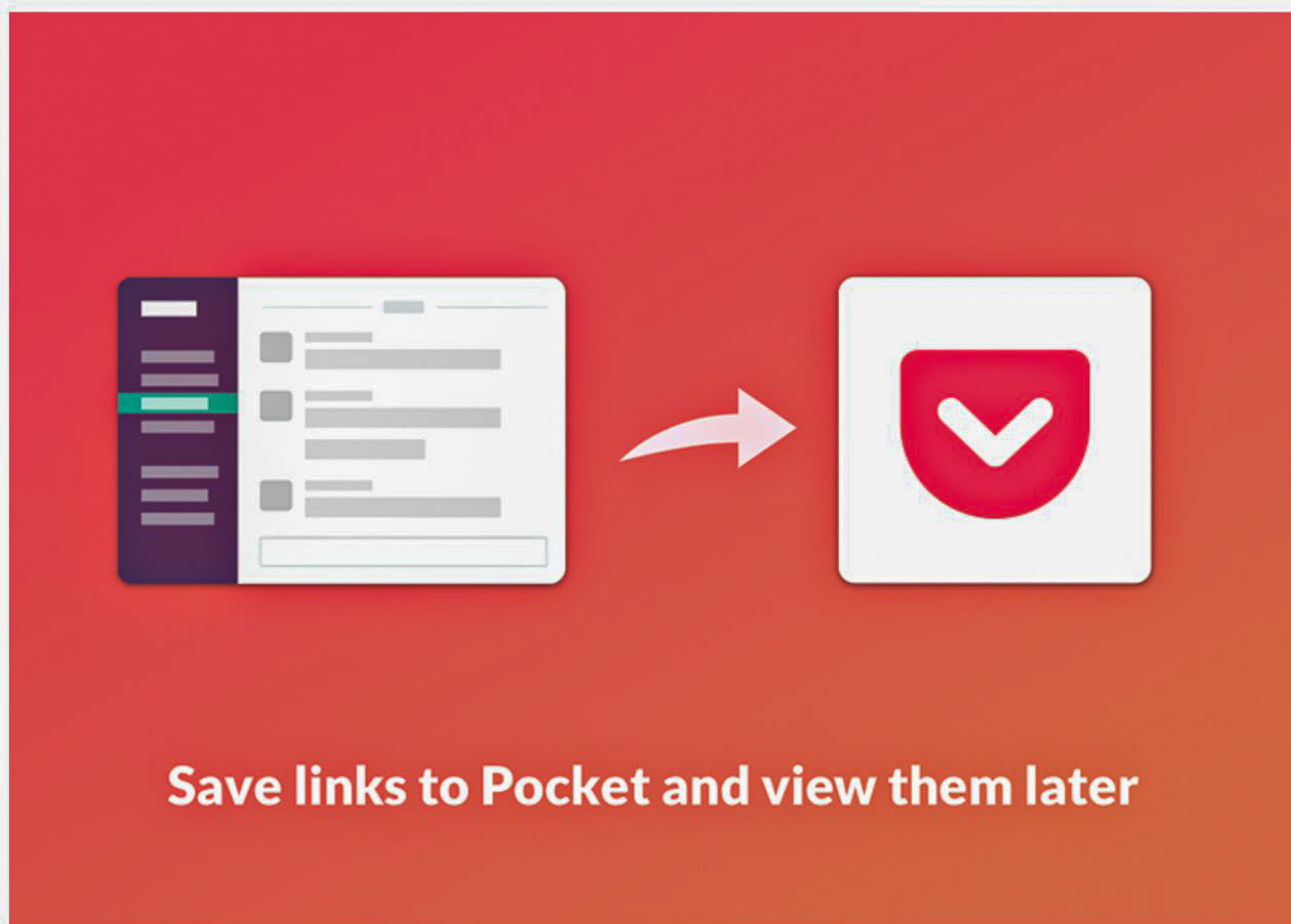
even have browser extensions to make sure you can access your tasks via your computer.

CALENDAR APPS

Opening up your calendar and getting a comprehensive view of the week or month ahead can help you plan your day accordingly. One of the main features to look for in a calendar app is a good widget. If your choice doesn't have a good widget, there are separate widget apps specifically designed for this purpose. The best way to get things done is to use *Google Calendar* as your main calendar app, paired with a third party widget from apps like *Any.do* or *Calendar Widget: Month. Google Calendar* can also be accessed through your browser, thus leading to a smooth integration when across your computer and mobile device.

BOOKMARKING APPS

This is one category where there's a clear winner: *Pocket*. Bookmarking apps traditionally let you save links, so that you can get back to an article or website later. The idea seems pretty simple, but the possibilities are endless. Students researching for a project or thesis can save research links in *Pocket* to access them at a later time. You could be watching a video on YouTube and then save the link to *Pocket*, to make finding it again easier. It's pretty simple to use and minimalist in presentation. Whenever you want to save something of interest, simply click on the share button and you will get an option to "Add it to Pocket". When you enter the app later on, all links will be saved chronologically for easy access.

PRODUCTIVITY APPS

Technology might've been a blessing, but social media can sometimes be a curse. Constantly finding yourself distracted by your Facebook or Instagram feed, mostly when you're supposed to be working can be a huge deterrent. YouTube is also a culprit at times – as you open the app to watch one video to relax, only to find yourself 10 videos in, with your 10-minute break now stretching towards the hour mark. To help keep you focused on work, apps like *Offtime* for Android and *Moment* for iOS are loaded with features to prevent time wasting. *Offtime* even lets you lock certain apps for periods of time on your phone to prevent distractions, while *Moment* tries to provide simple tips and strategies to keep you on work and off social media.

WEATHER APPS

Having access to weather forecasts so you can plan your day accordingly can be extremely useful. Being able to see whether it'll rain, the night before or when you wake up in the morning, can tell you whether to pack an umbrella or a raincoat for the day ahead. There's also the advantage of being able to make plans with friends to go out based on the forecasted weather. Some of the best weather apps and widgets to use are *Overdrop, Today Weather,* and *1Weather*. The widgets are minimal, while offering you more than enough information to make your decisions.

Technology is moving ahead each year, and using it to your advantage can help improve the quality of your life, as well as your work. It's time to increase your productivity so you have a few more hours a day to appreciate the things that matter.

Aaqib loves petting doggos. Send him pictures of your "good boys" at aaqibhasib94@gmail.com