



# Six essential apps to streamline work processes for professionals

JINAT JAHAN KHAN

One of the cornerstones of being professional is keeping things organised. However, many practices are still cumbersome and obsolete in today's world.

There are lots of tasks and work to keep track of. To streamline work processes and make one more efficient, these six apps outlined here can turn out to be of use for professionals.

## TRELLO

Trello is a project management and collaboration tool that makes team collaboration and organising office work easier. Suppose you have a whiteboard filled with sticky notes assigning tasks to you and your team members, along with pictures, documents, links and labels. Now imagine that you can carry that board with you anywhere through your smartphone or laptop and update it anytime you want. This is exactly what Trello does. It monitors workflow, tracks projects and incorporates checklists. The Butler feature can supercharge your workflow by the automation process, whereas its drag-and-drop functionality allows you to rearrange Trello boards quickly as per your need. This app works offline too.

## POCKET

If you are working as a content marketer, you may want to try this app, which lets you save valuable content from multiple programs, keeping you constantly updated. It has a 'Recommended' feature where you can see related recommendations concerning whatever you have saved. The 'Trending' option shows the current affairs that you may want to know. The introduction of 'Explore' in this app has taken the

advantage of app users' intelligence and interests to let other users navigate more interesting topics. Saved items of app users are stored in a common space and are anonymously shown to the users.

## TRIPIT

If you want to keep all your professional itineraries in one place, TripIt can come in handy. This app can create a master doc for every trip of yours for free. It compiles all your confirmation emails, flights, hotel bookings, reservations and other documents to create a business trip itinerary. TripIt can also automatically set trip schedules for you. It may also include maps, weather predictions and other directions. All these travel plans will also stay available offline. So even if you are on the go, you can check your journey outline anytime.

## LINKEDIN

LinkedIn needs no special introduction. It is a well-known app for job searching, professional networking, sharing professional news and interacting with coworkers. This app can be a great tool to minimise the hassle of sorting out better candidates. It makes the overall hiring process easier for the job recruiters and managers. Signing up as a recruiter, one can search for a suitable candidate by using the necessary filter and can save the

profile of a candidate. To interact with fellow professionals in the same field, this app is always a useful tool.

## TOGGL TRACK

This time tracking app lets you track your work hours and personal projects. It provides reports and graphs daily, weekly or monthly of an individual's productivity. Toggl can be used as a project management tool for your office or team. It also lets you create workspaces, assign projects and tasks to people and track their progress. You may customise your entries by adding the names of clients, projects or by using different tags. The app will also provide you with suggestions regarding what you can or should track. Additionally, it has the Pomodoro timer that will remind you to take a break with smallish pop-ups on your device.

## DASHLANE

After LastPass, a well-known free password manager changed its free plans to paid ones, Dashlane is now considered the next best password manager alternative. However, it is only still partially free for users. It offers a free tier for 50 passwords for a single device but has some great features including personalised security alerts that are limited to free users.