

## **New software can help you organize!**

**By Chuc Barnes, CSP**

Several new sets of software can help you organize yourself. The first one I recommend is Evernote.

If you have never tried Evernote, go to [www.Evernote.com](http://www.Evernote.com).

With Evernote you can easily transfer the files you need (for reference or for working on) into the software itself. You then can then link the software (with your papers included in it) — through use of a “cloud” — to your phone. When you do this, you can work on whatever paper or project you want whenever and wherever you are. This saves you the need to carry the papers in their physical form.

If you need to check on a paper or idea, simply click a search word in Evernote and the paper you want will appear immediately. This saves you all those hours of time that you used to lose when looking for lost things, and it will reduce your stress.

Evernote it works perfectly with a Blackberry or an iPhone and, best of all, it is free.

Franklin Covey also has software you might want to consider for use with your PC. You can find their software on the FranklinCovey website which is [www.franklincovey.com](http://www.franklincovey.com). The FrankilinCovey website touts their PlanPlus software, which you might like. There is a charge for this software, however.

FranklinCovey also has an App for the iPhone called FCtasks. It does not link to your desktop Mac, however. It does help you keep track of your tasks when you are managing yourself on the move. And, best of all, the FCtasks App has reminder badges that show up on the iPhone screen to remind you of tasks you want to handle.

Speaking of the iPhone, check out the Toodledo app. It is easy to set up and use and you can purchase a version that enables you to link to your computer. The one drawback that I’ve found is that it doesn’t have reminder badges on your phone that help remind you of any unfinished tasks.

Another app to consider is Errands. It’s very easy to set up and use.

The best organizing software I've found for a Mac is called "Things." This software is extremely easy to set up, and it can help you keep track of tasks for today, tomorrow, anytime. It also helps you track your projects. You can find "Things" at [www. culturedcode.com](http://www.culturedcode.com). There is a charge for it.

One of the best things about "Things" is that it has a companion for the iPhone that links (through a "cloud") to the Things software on your Mac. The software then puts sensible reminders on your iPhone that reminds you of any unfinished tasks.

Let me know if you've got questions. I'm happy to help.

***Chuc Barnes. CSP, is a public speaker who talks about ways to "Get Your Ducks in A Row!", "The Power of Making Your Minutes Count", and ways to "Capture the Moment!" when presenting. You can reach Chuc at MinutesCount.Com.***