
15 Best Productivity Tools for Entrepreneurs



1. [Trello](#)

Trello is a simple productivity tool that helps you organize your projects, whether it's business or personal tasks. Inside Trello, each project is a board and has a collection of cards organized in vertical columns. You can use Trello to structure your workflow and manage your personal tasks or collaborate with team members to see what's currently being worked on and who is working on it.

Pricing: Free; Gold (\$5 per month or \$45 per year).

2. [Asana](#)

Asana is a complex web and mobile app designed to simplify collaborative work and enable teamwork without the use of emails. Created by two former Facebook and Google employees, Asana makes it easier for people to work together towards a common goal and organize their tasks in a clear, structured way. You can set all kinds of tasks, including deadlines, priority and label features, individual assignments and more.

Pricing: Free; Paid membership from \$50 per month for 15 members to \$800 per month for 100 members.

3. [Google Apps For Work](#)

Google's web-based professional office tools offer a wide range of options to suit both individuals and large companies. Now, everything you do at work can be accessed online anywhere in the world and edited with any of the ten products, including Gmail, Hangouts, Calendar, Google+, Drive, Docs, Sheets, Forms, Slides, or Vault. You can choose between free and paid version - the difference lies in the storage, support, management and the use of your own domain.

Pricing: Free; Paid (\$5 per user per month or \$10 per user per month with unlimited storage and Vault).

4. [Rescue Time](#)

Once you begin using RescueTime, you'll wonder how you ever managed to get things done until now. This is a very useful tool that helps you to create work-life balance by showing you how you really spend your time online so you can be more productive. Basically, it tracks everything you do and reports back, giving you a clear image of your online activity. Plus, you can use it to block your access to certain sites between specific hours to ensure you focus on your tasks.

Pricing: Free; Premium (monthly: \$9 per month; annual: \$72 per year).

5. [HabitForge](#)

HabitForge is a web-based productivity app that helps you stay committed to your goals. First, you need to choose a goal and build your first habit. It only takes a minute and from there on HabitForge will check in on you via email and keep track of your progress. You can simply report your success by answering "Yes" from their email to a question you previously created (e.g. "Have you done your 30 minutes of cardio?").

Pricing: Free; Paid (monthly \$3.95, yearly \$23.95, lifetime \$79).

6. [WriteMonkey](#)

WriteMonkey is a great tool to help you focus on writing, whether it's a blog post, a sales letter, a script or a novel. If you're working on a writing project this tool will help you focus and eliminate all distractions of having lots of buttons and options. Once opened, WriteMonkey turns your screen into a full-size writing environment that allows you to focus on your writing.

Pricing: Free to use; Donation unlocks additional features and plug-ins

7. [Scrivener](#)

Scrivener is a total upgrade from any word processor you've used before. It's also a powerful project management tool that helps you take your ideas and grow them into a full-size project, like a book or a script. This is a great tool, especially for writers, because it helps them stay focused on complex content based on a clear, linear structure. Whether you're writing a novel, an academic paper or producing your next blog post, Scrivener lets you focus on what you need to do most: write.

Pricing: Free Trial; \$40.

8. [Tomato Timer](#)

Tomato Timer is a productivity app based on the Pomodoro technique, which is a time management method developed by Francesco Cirillo during the 1980s. Basically, the Pomodoro technique uses time intervals (usually of 25 minutes, followed by a 5-minute break) to efficiently dose your energy and focus. The Pomodoro (Italian word for "tomato") technique is named after the tomato-shaped kitchen timer used by Cirillo when he was in college to schedule his time. This is a simple, yet very effective strategy to increase focus and agility.

Pricing: Free

9. [Readability](#)

Readability is a web and mobile app that allows you to read content in a clean, add-free interface. Basically, after you install the add-on in your browser, you simply go to a web page and click on the Readability icon and it will turn that page into a comfortable reading environment. You can also add articles to a "read later" list or send them to your kindle wirelessly.

Pricing: Free

10. [Workflowy](#)

Workflowy is a simple and effective to-do manager with great features, but its real power lies in the ease of creating to-do lists without getting lost in too many settings. This tool will organize your to-dos and help you create lists, nested lists or simply write down organized notes. Workflowy has mobile apps for both iPhone and iPad and you can edit your to-dos even when you're not connected to the internet.

Pricing: Free; Paid \$49 per year.

11. [Zapier](#)

Zapier helps you connect your favorite web apps and automate daily tasks. You can choose from over 300 web apps, including Gmail, Evernote, Google Calendar, Dropbox, Asana, Basecamp, MailChimp, Trello, Salesforce and more. Zapier allows you to automate tasks like receiving SMS notifications for new email or creating Trello cards from Evernote entries.

Pricing: Free (up to five zaps), Paid (from \$25/month for 20 zaps to \$125/month for 125 zaps).

12. [MindNode](#)

MindNode is a mind-mapping app for iOS that allows you to brainstorm ideas using visual representations. Unlike linear structures, mind-mapping helps you to jot down your thoughts in an intuitive manner and stay focused on the core idea behind your project. MindNode has an elegant interface and you can edit your maps using external keyboard shortcuts. Plus, it comes with a wide range of import and export options, so you can easily access your information.

Pricing: \$9.99 (free trial)

13. [Evernote](#)

Evernote is a huge time-saver and a great productivity tool. This is the place to store your ideas, links, audio notes and favorite bites of information. One of the great things about Evernote is that you can use it on desktop and / or mobile and sync your data across all devices and take your notes with you everywhere. So the next time inspiration strikes, no need to rush for the pen; simply record your thoughts with Evernote and transcribe them later.

Pricing: Free; Premium (\$5 per month or \$45 per year).

14. [Mint](#)

Mint is a robust financial planner that brings all your financial accounts into one place, helps you create your budget, tracks your investments and more. Mint takes your transactions from all your accounts and categorizes them using colorful charts and graphs. You can tell Mint to send you alerts when you exceed your spending limits. They provide top-notch security similar to online banking encryption.

Pricing: Free

15. [Highrise](#)

Highrise is a web-based CRM (Customer Relationship Management) software that allows you to easily share contacts and communication history across your team members. You create a page for each contact and add notes from phone calls, meetings etc. so you can keep all the information about a customer in one place. Highrise can simplify team work significantly by creating tasks and checking them off when they're done.

Pricing: Paid (from \$24/month for 6 users to \$149/month for unlimited users).