

10 Best Productive Tools for Small Businesses

Your business productivity is very much dependent upon the tools which would excel your business most. Their services are geared exclusively at specific functions like invoices. For most organizations, time management, collaboration, scheduling, tools for reminders, and staying connected with the team means a lot.

Today, a strong mobile presence is mandatory to maintain productivity as today's teams are often distributed and want the flexibility to complete the tasks. Finding the best tools for business is not a never-ending task if you know about these apps.

1. Asana

Asana is a project management tool aimed to provide a platform for the team to stay focused, integrated, and set timelines for their work i.e., it helps to set goals with the deadlines. Asana is very supportive in task management as it has different categories of complete and incomplete tasks where you can put them.

You can communicate with your team members in threads below each task. It also provides some tools like a team calendar or project timelines to visualize where you are in your project. It combines with other workplace apps, such as Slack, G Suite, Microsoft Teams, and others.

It contains a free version as well as a premium for the business organizations that want an extended feature set. Asana provides the capability to integrate all important tasks and goals in one place.

2. Basecamp

Basecamp is a communication and a go-to cooperation tool for many organizations where you can manage your team, your projects, and provides you with a broad range of communication. Each assigned project features various sections to help you better integrate the process like a to-do list, a schedule, a message board, a place to save files.

There is a “campfire” chat for team communication. Basecamp is costlier than other productivity tools, but the company provides the features and potentiality that make it a greater solution. It is available for \$99 per month.

3. OneNote

Microsoft OneNote is a powerful note-taking app. It is a considerable solution for business owners who need to compile a lot of information on various projects in one place. OneNote makes it easy to break topics or projects into notebooks and sections.

The program provides many small features. If you copy a sentence from an online source, for example, OneNote automatically includes the URL of that website for future reference.

OneNote is free with the Office 365 subscription which is required for deep integration with the rest of the features of OneNote.

4. Monday.com

Monday.com is a central communication tool that focuses on organizing your tasks like Asana and Basecamp. You can create tasks within a project easily and add steps to each task or multiple tasks.

Integration with third-party services and real-time updates on activity makes it one of the best productivity tools. It maintains a clear timeline for the projects and creates

knowledge bases in which you can store the essential documents and information related to your projects.

5. Focus@will

This tool builds a customized sound profile based on the type of worker you are. It attunes productive music so you remain focused and stress-free during the working hours.

It breaks down your identity type depending upon the way you think, how you approach the problems, the way you respond, and how easily you get distracted.

This app can be useful for employees who work in an open-office or public setting where there is a lot of disturbance. For a single license, Focus@will is \$69/year with distinct pricing structures for teams.

6. IFTTT

It is used to connect different apps and programs so that all your devices get synced working on the same page. It can be used to save new email attachments directly from Gmail to Google Drive.

IFTTT can be excellent for businesses that desire to have deep integration with cloud-based services. It can also be used to log every call you make to Google Spreadsheet.

7. Slack

Slack is one of the key-productive tools suited for both small and medium-size businesses that need a real-time conversation with their team members. It groups everyone into a chat room so that announcements, discussions, impersonal chats, etc. can be made at one platform.

It has a very good social media integration. Its core service is free of cost but for advanced features, it contains the option of a paid plan. It also has Android and iOS apps that

can maintain the conversation flawlessly on mobile devices.

8. Microsoft Teams

The key competitor for Slack is Microsoft Teams. Its main benefit is its tight integration with the Office Ecosystem. It provides a strong choice for organizations that want real-time chat features. Teams also have apps for Android and iOS mobile devices.

9. Todoist

Todoist is one of the best time-management apps for Android and iPhone. Use gestures to begin a new task and click it off when done. You can assign tasks to your team members, set timelines, and add details.

To check the progress of the projects you are working on, it provides excellent visualization tools. It is free and also with the premium for the businesses that need its advanced features

10. Trello

Trello is one of the well-known productivity apps for process-based tasks and projects. It involves the steps of creating boards and drag tasks in between. It provides you with a visualization to understand each worker's progress.

You can type messages, add attachments, set task priorities, and allot each task to a group or label. You can also create individual boards for each project. Trello has a free level within the business and enterprise pricing.