



My Essential Productivity Tools

Rich Webster
February 2022

Why I Made This Guide

Over the years I've tried **hundreds of productivity apps and software**. To-do list apps, distraction blockers, project management tools, **I've seen it all**. These are my **top productivity tools** that have stood the test of time, how I use them, and why you should too.

I wish I had this guide when I started my journey years ago. This guide should **save you** a lot of **time** and **money** searching for the perfect tool for you.

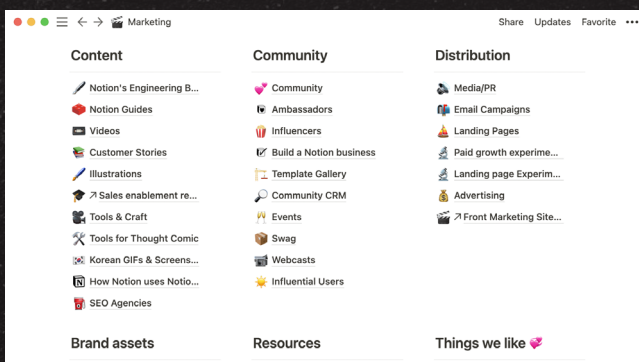
What Makes An App Good?

- ✔ **It makes my life easier.**
Ex. Loom (less meetings)
- ✔ **It removes decisions from my day.**
Ex. Freedom (no distractions)
- ✔ **It is simple & doesn't create more work than it saves.**
Ex. Notion (simple project management)



The Core Four

The four tools I can't live without.



Notion replaces everything.

I use it for project management, reference storing, team management, client management, a notepad/notetaking, content planning. Replaces Asana, Evernote, Slack, and much more. **I planned out this presentation in Notion.**

It looks amazing.

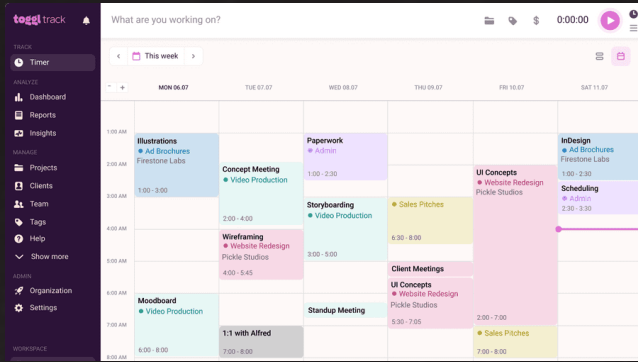
The design and layout is clean and I can always find exactly what I'm looking for. The emojis actually are a key part of this.

It is fully customizable.

This is both a strength and a weakness. You can build anything you want, you just need to know **WHAT** you want. Templates help with this.

Pricing: Free or \$4/mo - notion.so





You need to track your time.

Time tracking is the most impactful thing I've done in my business. It helps me know exactly what I'm doing all day, to ensure I'm doing the right things. I don't want to work all day. I want to do the right things,

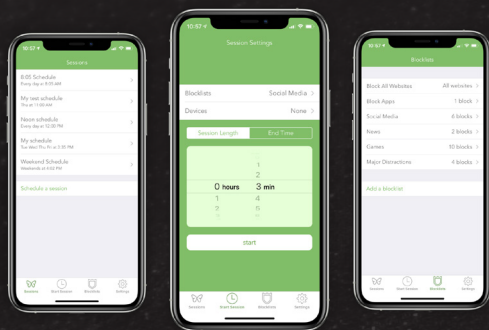
Easy to use and integrates into workflow.

Super easy to use, looks great, and doesn't slow me down at all. I track my time every day, all day and its super effective.

Data and reporting are great.

The reason WHY we track our time is so we can review it. This allows you to break down by Client, Project, Day, Week, etc.

Pricing: Free or \$9/mo - toggl.com/track



The best distraction blocker.

Freedom is super customizable and let's you block distracting sites and apps on your phone and computer. You can even block the internet.

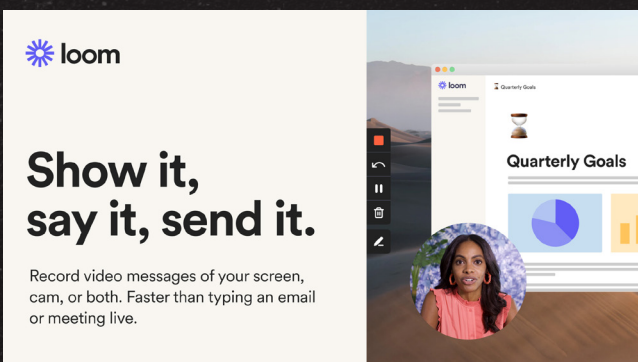
How I use it.

Allows me to set up a daily block during my deep work block where I can't access social media and distracting sites. I run it from 7am-11am 5 days a week.

Deep customization.

You can break it down by individual sites or apps, or pick broad categories. You can schedule sessions automatically or start them yourself. Warning: Not easy to get out of, you need to commit to a session.

Pricing: \$8.99/mo - freedom.to



The ultimate screen recorder.

Loom lets you record your screen with your camera and video and spits out a shareable link within seconds. I recorded this presentation in Loom.

Replaces 80% of meetings.

What I love most about Loom is how I can use it to replace meetings. I can send a video with design feedback or a presentation for a client and no one has to meet. And it's faster than writing a long email to do.

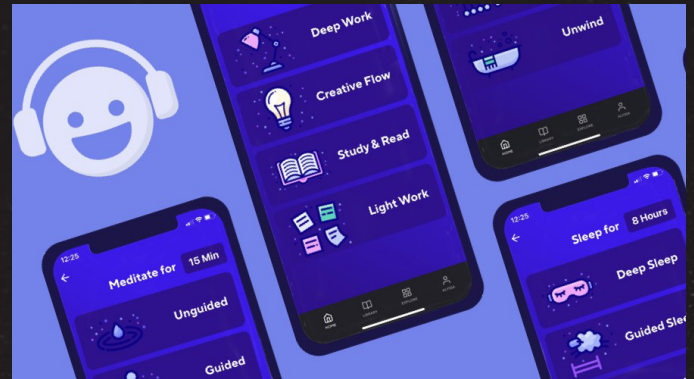
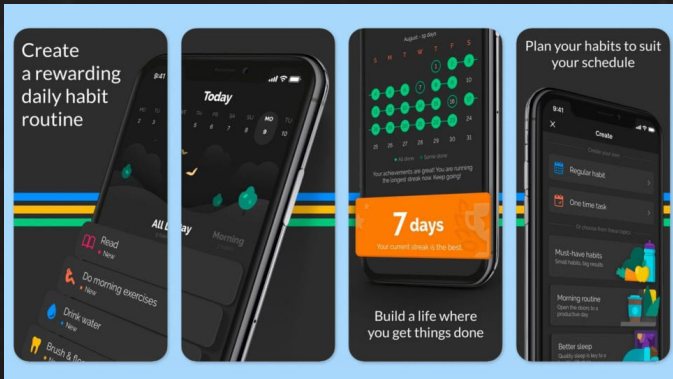
People love it.

Everyone I show Loom to ends up using it. It's just that good.

Pricing: free or \$8/mo - loom.com



Four Bonus Tools



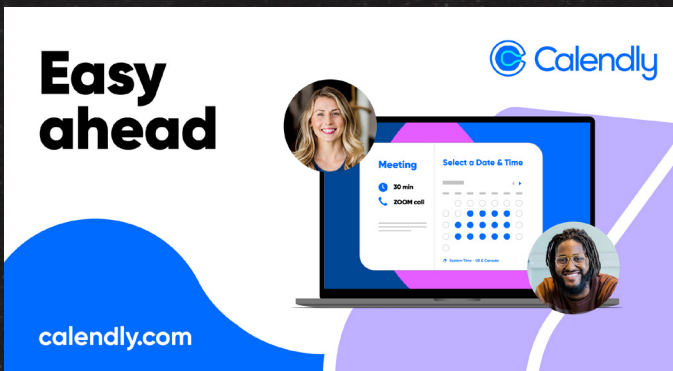

Productive

Phone app for tracking daily habits I use it to track my morning and evening habits - it even allows you to keep track of your streaks!



Brain.fm

Binaural beats - amazing for deep work sessions, reading, or just relaxing and winding down before bed.




Calendly

Use this to set up meetings. Send out a link with my schedule, which is only on Tuesdays by default. Also run my coaching payments & appointments through it.




Backblaze

The best cloud backup. Set it and forget it. In 2022 your data is your \$. Back up your stuff in multiple places. I have a physical and cloud system.

What Tools Are You Using?

@richwebz
 rich@richardmediacompany.com
 howtoworkless.com