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Last updated november 3, 2020 Whether you're using your Mac for work or just for your personal projects, you've probably wondered how to improve your productivity. There are only so many hours in a day, and so much mental stamina that you can gather before you run out. There are dozens of tricks you can use to improve your own productivity and perspective, but if you're looking for a more objective and complete solution, it's best to equip your Mac with productivity apps designed to help you do more in less time. This exclusive Lifehack list has some of the best productivity apps to help you feel less tired, improve your energy, and ultimately help you do more every day. What makes the best productivity apps? Beyond productivity tips, there are also dozens of productivity apps to choose from. With this in mind, here are some of the main aspects of the ideal productivity applications that have formed this list. Non-intrusive: You want a productivity app to be seamlessly weeded into your workflow and not cause interruptions. From using the app to the general screen, it should not cause interruptions. Good interface – Once again, you want to be able to use these apps easily and make them benefit you. The easier it is to navigate these apps, the better. Fair Prices – Many of these have free trials that allow you a good chance to try before you buy. If you choose to pay for it, monthly pricing plans must be reasonable for what you are receiving. 1. Todoist Available for all iOS devices, Todoist is a note taking and organization app that can keep you up to know about all your projects, both personal and professional. Its best features are all free to use, including browser extensions, task creation and interactive dashboards that you can use to organize all your notes. If you want to pay the optional \$29 annual fee, you can get even more advanced features like automatic backups and reminders. Even with the free version, you'll stay much more organized. Download: Todoist2. 1Password You may not realize it, but you'll probably spend a little time remembering your passwords, especially if and when you forget one to an app you use on a regular basis. 1Password is a Mac app that saves and remembers all your passwords for you in one place, so you can access all your favorite sites with a single click. You'll save time and keep all your accounts secure simultaneously. A personal plan is \$2.99 per month. Download: 1Password3. Bear Bear is a unique type of note-taking app designed to make it easier for Mac users to annotate notes on the go. With it, you can create to-do, give reminders and outline concepts for future brainstorming sessions. It comes with many different online styles so you can customize your notes to your personal preferences, and remember the context in which you wrote them. The main version is free, with a version of \$14.99 per year available as well. Download: Bear4. Noodlesoft's Hazel Hazel is an automated organization tool designed for Mac Mac It will help you automatically organize your files based on the custom rules you want to create. For example, you can configure it to move intact items from one folder to another folder labeled Action Items if they haven't been addressed in a week. It can save you hours of organization over the course of a few weeks. A single license is a \$32. Download: noodlesoft5. Alfred Alfred is an all-in-one app designed to save time with Mac shortcuts and convenient custom actions. It can be used in several ways. For example, you can access Alfred's clipboard memory so that you don't copy and paste the same material over and over again, or set up custom workflows to automate some of the most repetitive tasks. It's a paid app, with multiple price points based on the features you want. Download: Alfred6. TextExpander TextExpander does exactly what the name suggests: allows you to type a short piece of text and expand that text automatically. For example, you can create a custom expansion that allows you to conjure an entire paragraph that you type repeatedly by typing a single abbreviation. Once you get used to your custom combinations, you'll prevent your fingers from writing thousands of words. An individual account is \$3.33 per month. Download: TextExpander7. Backblaze If you've ever experienced a crash or theft of your Mac, you know how long it can cost you to restore a system. You'll spend hours replacing the files you lost and lose thousands of files that are irreplaceable. Backblaze is an automated and inexpensive way to back up your entire Mac for just \$5 a month. Download: Backblaze8. Keyboard Master Keyboard Master is an older application that still has the power to make your life easier. With it, you can automate any number of tasks based on a particular trigger (such as a hotkey combination or an event such as connecting to a wireless network). A single license only costs \$36. Download: Keyboard Maestro9. Snagit There are many apps for a good screenshot app, if you are trying to illustrate a technology problem you have or just want to make an interesting meme. Snagit makes it easy, with built-in editing for both still images and video. A single license covers two machines and costs \$49.95. Download: TechSmith/Snagit10. Bartender Bartender is the smart named app that helps you clean and organize all the icons on the menu bar. You can also access them quickly with keyboard shortcuts. If you're like most Mac users, those icons get crowded quickly and prevent you from working efficiently. It's free to try for 4 weeks, after which you'll need a \$15 license. Download: Otter Otter is the note-taking Mac app that hates writing. It's an intelligent voice recognition system and note-taking app that will help you transcribe your conversations, keep notes during meetings, and even take contextual notes for yourself in your own time. Best of all, it's free to get started! Download: Otter12. Flux No often feels tired all day, or can't get to sleep after a day of looking at your computer? This could be due to the unnatural blue light radiating from your Mac. Flux naturally adapts your screen to emit light that matches the time of day, so you can sleep better and feel less tired. It's free too! Download: Flux 13. PDFpen If you deal with PDF files on a regular basis, you will probably be looking forward to some kind of tool that may allow you to mark those PDF files as you wish. Without a dedicated application like PDFpen, this can be difficult. PDFpen allows you to edit PDF files in almost any conceivable way, giving you more energy and saving you time. A single license is \$74.95. Download: Smile Software/PDFpen14. OmniFocus OmniFocus is based on task management. It has a clean interface that allows you to tag your tasks, schedule events, and even automate certain features. It's one of the most complete solutions on the market, so there's a bit of a learning curve to get the most out of it. A standard license is \$39.99, while the pro version is \$79.99. Download: OmniFocus15. Franz It's exhausting to switch between dozens of different chat programs like Facebook Messenger, Slack, and WhatsApp, whenever you want to have a conversation with a different contact. Franz's solution is simple: provide access to all these applications in one convenient package. Best of all, it's completely open source. Download: Franz16. MindNode Si you are the kind of brainstorming, you need an application like MindNode to help you efficiently organize your thoughts. There are dozens of tools you can use to connect ideas on a mind map, or just annotate notes for future reference. The main app is free, with in-app purchases available. Download: MindNode17. Focus The internet is a wonderful thing, but it can be terribly distracting. And if you're like most of us, you've interrupted work on a project because of some attention-catching site or a bad online habit. That's where the focus comes in. This app allows you to block the worst criminals with custom time limits and other restrictions, so you can focus on the task in question. A single license is \$19.99. Download: Focus18. CleanMyMac Chances are, your Mac doesn't work as fast as it could, thanks to gigabytes of clutter and unnecessary files on your system. CleanMyMac helps you scan your Mac, monitor its status, and ultimately clean it up, so you can handle all your tasks a little faster. A single license is \$39.95. Download: CleanMyMac19. Grammarly The spelling error or a grammatical error can take a long time. It could be the source of a worse rating in a large article, or compromise your credibility in the workplace. Fortunately, Grammarly can This built-in writing assistant on Mac monitors all your writing and makes live corrections, so you'll receive alerts of your possible errors before they become permanent. There is a free version, but the premium version will cost you between \$11 and \$30 per month, depending on how you pay. Download: Grammarly Focus To Do Focus to-do is one of the best apps for your iPhone. You even have a desktop client that you can connect to effortlessly. The application is based on two things: the Pomodoro technique and task management. Achieve these things with incredible balance. All you have to do is create a task and then set the timer right inside the app itself. There is also great flexibility with the Pomodoro technique. You can choose whether to take a 5-minute break, take a longer one or even skip it. On the task management side, you can also create recurring tasks, reminders, and prioritize tasks as well. Download: Focus To Do The Bottom Line This productivity apps should help you squeeze out the most productive hours of each day, but they're not the only tools you'll have to help you find success. Make time to learn and experiment with all the hacks in life that can make you more productive. By improving your devices as well as your perspective and focus, you will be able to do much more in a day, and feel better doing so. More to increase productivity Featured photo field: Patrick Ward through unsplash.com unsplash.com

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