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There are two types of professionals in the office: One prefers to work on site, despite the headaches at work, the set hours and the requirements for wardrobe, because working live with colleagues can not be replicated. The other prefers to work at home, engage in travel and prefer loneliness or company to inhuman colleagues. According to Buffer's 2019 Remote Information Status Report, although there is a choice to work anywhere, 84% of remote employees would have no other way. Whatever type you are, you probably spend more time at work at home these days than you expect. One of the issues cited is the struggle to get out of power after work. Productivity is key because when projects take longer, they start to invade your personal and family time. Communication and collaboration while working in different places can mean that people struggle to stay on top of fast-moving projects. Motivation can be hit when you remove the search pressure and be busy. Fortunately, many people can benefit from using various mobile apps designed to increase efficiency and productivity, improve communications, promote concentration, promote a healthy lifestyle, and separate you from work when the day is over. We've put together a set of productivity tools to help you get more done, faster to enjoy life and work in the home bar. And if you're looking for special items, check out our list of the best video conferencing apps, notes, meditation, recipes, grocery deliveries and teacher resource articles too. Google Drive is one of the most popular cloud storage platforms. Whether you want to upload spreadsheets or a slide show for upcoming projects, Google Drive will keep your cloud files safe. The service is available for free as long as you have a Google Account (which you will most likely.) As part of the Google program package, you can seamlessly share files with your Gmail contacts, upload directly from Docs or Sheets, and access storage from your phone, tablet, or computer. The app also allows you to download files for offline viewing if you encounter internet problems. While the free version covers you on 15GB of data, you can pay up to \$100 per month for 10TB. iOS Android LastPass One of the most frustrating things about moving from office to home is password management. After all, you don't really log in that often if you only have access to your daily programs and websites at work. To relieve stress, LastPass stores all your passwords and even automatically fills in for you when a registered sign-in appears. The service uses AES 256-bit encryption – the same use of security banks – is of great value, especially if you stick to the free version. You'll also get access to the browser extension and password generator if the plugin thinks your current one is too simple. For \$3 per month, premium version will give you an even bigger vault for password storage, priority customer service and iOS Android Slack Slack is great for any kind of team, big or small. It helps consolidate communication and collaboration into a convenient and easy-to-use interface, so it can stay on top of the team's activities minute to minute. Flexibility allows you to communicate and organize work with colleagues, send messages or call someone or group, share and edit documents, and collaborate with the right people on a project. Slack also allows you to integrate third-party apps such as Google Drive, Salesforce, Dropbox, Asana, Twitter and Zendesk. iOS Android Dropbox Dropbox has long been an app to switch to when you need to upload, transfer and share files through the cloud. To support your remote office projects, Dropbox lets you back up and store photos, videos, documents, and other files in the cloud, as well as access files synced to any computer or mobile device from anywhere. Sharing features make it easy to personally send files of any size to colleagues, and you can access any file in your account, even offline. Files are shared through a link, not as email attachments. You can also use the application to scan documents with your camera, as well as to convert receipts, documents, whiteboards, and notes to PDFs. Dropbox comes in free version and plus version with more automated features and more storage. The iOS Android Asana Asana project management mobile app gives you inside information about all your work projects from anywhere. Wherever you are, Asana updates you quickly for your tasks and your colleagues. Use it to add a task for to-dos, reminders, ideas, and queries, create projects to organize your tasks into lists or boards, complete with due dates, attendances, details, and files, and comment on tasks to clarify instructions or ask questions. Changes made to the Asana mobile app will immediately appear in the web application. You can even use the app while offline, as updates will sync when you're online again. iOS Android Toggli When working at home, it's easy to lose track of time. But Toggli is there to help you stay on track. This app tracks hours and manages your workflow. Such tracking allows you to see how you spend your time and use this data to split your hours into projects, customers, and tasks. You can start tracking your hours in a browser, then stop it on your phone with all the data synced between your phone, desktop, and network. The app features analytical reports for time management, integrated calendars, suggestions on how to track activities, notifications that support tracking and the ability to customize and organize your customers and projects. iOS Android 7-minute workout even when working at home, you don't need to be a potato chair, and the 7-minute workout ensures you get up from your chair to stay well. It includes some of the best exercises for non-athletes - even those who find exercise boring - and allows you to do a quick 7-minute workout anytime, anywhere. The app can help you lose weight, tone your muscles, and flatten and strengthen your abdomen. Videos show the right technique to perform each exercise, and the app supports Google Fit tracking. The application is based on HICT (a highly intensive training scheme) that is designed to improve muscle and aerobic fitness. The 7-minute workout consists of 12 exercises done in 30 seconds of time, with 10-second breaks between each exercise. All you need is a chair and a wall. Repeat the chains depending on how much time you have and you can customize it to act as your personal trainer. iOS Android Spark Almost anyone who uses email for work receives a ton of unsolicited messages that are not immediately critical. Taking control of the email effectively prioritizes which messages require action now, and which can be saved for later. Spark, an email cleaner, helps you focus on important emails by sending certain messages to the top of your inbox. You can pin and reply to important messages and back up the rest. A Home screen widget lets you see the number of unread emails, search, or compose a new email. Spark mail only notifies you of emails from people you know, drastically reducing distractions caused by the full mailbox. You can add multiple email accounts to Spark - Gmail, AOL, Hotmail, etc. Teams can discuss email privately so they don't get stuck at everyone. The app also allows you to make templates of frequently sent emails and add placeholders for names or numbers. Keep it all the time or only during working hours. The iOS Android calendar connects to all your built-in calendar apps to create a super calendar that will organize and sync your schedule. Spend less time and effort, plan between multiple calendars and more time to work. Link all your calendars to Google, Apple, and Outlook, view all your events in list or timeline view, or create Calendar events, and sync them with your other calendars. You'll never miss something important because you looked in the wrong place. iOS Android Todoist Entering all the items you need to do in a new app can often be a task in itself, causing many people to give up everything that data entry before discovering the full benefit of the app. With Todoist, you type your tasks once, then use the app as an organizing center for your life, so nothing falls through the cracks. Use Todoist to easily capture, organize, prioritize tasks, record deadlines with reminders, set due dates, collaborate by assigning tasks to colleagues, and tracking progress. It can even pair with other apps like Gmail, Google Calendar, Slack and Amazon Alexa. iOS Android Marco Polo When working from home, it can be keep in touch with friends, relatives and personal colleagues. Marco Polo offers a solution offering a combination of text messages, social media and video chat features in one app. Personal packers will appreciate that Marco Polo differs from other social media apps. It does not collect or sell your data to advertisers or engage in typical love and social competitions. Racing, you can use the app to communicate in your own time via text or use the face-to-face video feature. Video chats store easily in the cloud, and currently there are no storage restrictions. Users can find friends and relatives using integration with their phone's address book. Users can choose between the free version or switch to a \$5-a-month premium when charged annually. Recommendations for android iOS editors

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