

Masterclass: June 2021

15 TOP TOOLS FOR PRODUCTIVITY, MEDIA & MORE!



InsideStylists

hello

I've got something a little different for you today.

I've had so many App, website, and program recommendations recently on how to stay productive, motivated and find great layout templates for everything from business cards to blog posts, that I thought I would share them all with you this month.

There's something for everyone.

Whether you're editing photos from your phone for socials or trying to stay on top of a growing to-do list - there's something in here that will make your life easier.

It might feel like a bit of a mish-mash of content but I'm thinking of it as more of a lucky dip. Have you seen the App on the next page before? Is it something that you didn't even know you were looking for? I hope so.

So, as we head into a sunny, summer of lit fires for Christmas shoots and features I hope these are as useful for you as they have been for me.

Let me know.

EmmaMT



BOOST PRODUCTIVITY

*Staying on top of our work load has never been
so easy with these tools*

www.INSIDESTYLISTS.COM

Are you Kanban ready?

"What is Kanban?"

I hear you ask. Well, in truth if you've ever planned anything using rows of post-it notes or columns of to-do lists you've used a form of Kanban

Kanban is the system you use when creating "do, doing, done lists," for a project. Whether it's planning a shoot or feature it shows you exactly where you are in a process.

There are many digital boards you can use to create Kanban boards, I'll share a few I recommend on the next page.

The Kanban method is really great for seeing where you are, what you need to do and what you've already achieved. Great for us creatives who like a visual to do list.

You can add prop lists, contacts and all other information and access them via your computer or mobile. You can also share boards with clients and assistants so everyone can see moodboards, contacts and plans.

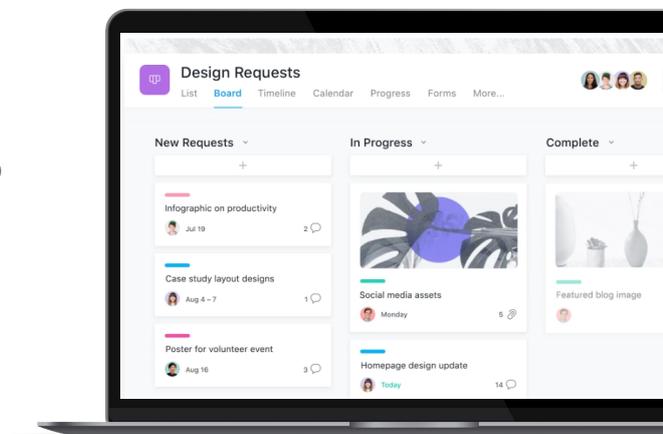
3 Great Task Managers

AKA: DIGITAL KANBAN PROGRAMS

01 ASANA

Designed to manage teams but it's so fantastic to organise lots of projects in one place and always have access to them via phone or computer

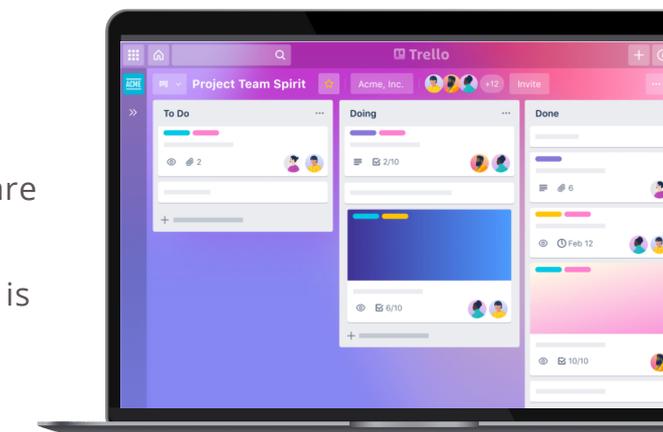
[SEE ASANA HERE](#)



02 TRELLO

Another great organising tool. Easy to access, share details with co workers and clients alike. All three task managers have free versions which is all you need.

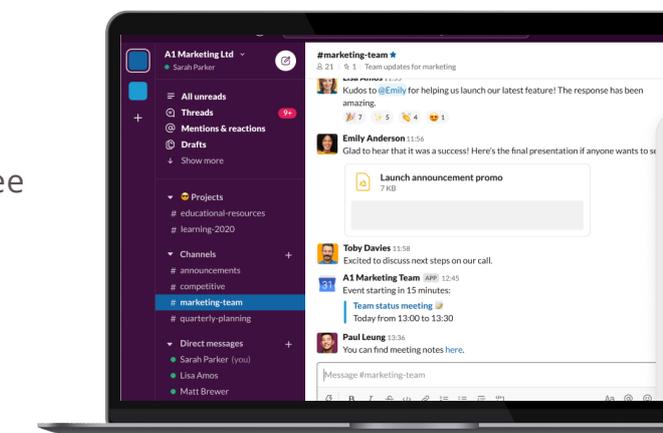
[SEE TRELLO HERE](#)



03 SLACK

The third of our task managing programs. All three are similar in what they do but they look very different. It's personal choice.

[SEE SLACK HERE](#)



FocusMate.com

Full disclosure - I discovered FocusMate on an ADHD Facebook group.

A woman shared a photo of her incredibly messy kitchen "before" and then a spotless "after" and the comment read "Thanks to FocusMate I can now get stuff done."

Totally intrigued - as were so many others judging by the comments, I Googled FocusMate and found the Mecca of all things focused.

FocusMate is a platform where you work with someone from around the world for 50 minutes in a Zoom-like room.

You book your session then once you're both on camera you introduce yourselves, say what work you're going to get done then get to it.

You have to treat it as an office environment. Most people mute their microphone and leave the video on so you are totally accountable. You're not supposed to talk to other people in your room and if you have to leave for any reason you need to let your work buddy know in the chat box.

HOW IT WORKS

01

Decide when to work
Select the times when you want to be productive. We'll send an email to confirm your sessions.

02

Launch your video session
Start each 50-minute session by greeting your partner and declaring your goal. Then get to work.

03

Get your work done
Work quietly in tandem with your Focusmate and experience the power of human accountability.

You get three free sessions a week but after two I signed up. It's only \$5 a month and I got more work done in a day than I used to in a week. It has been sooo useful.

I've read that FocusMate members exercise, tidy, do their tax return, study, complete job applications all sorts of things during their sessions and you meet really interesting people.

[FocusMate](#)

A quick word about Chrome extensions



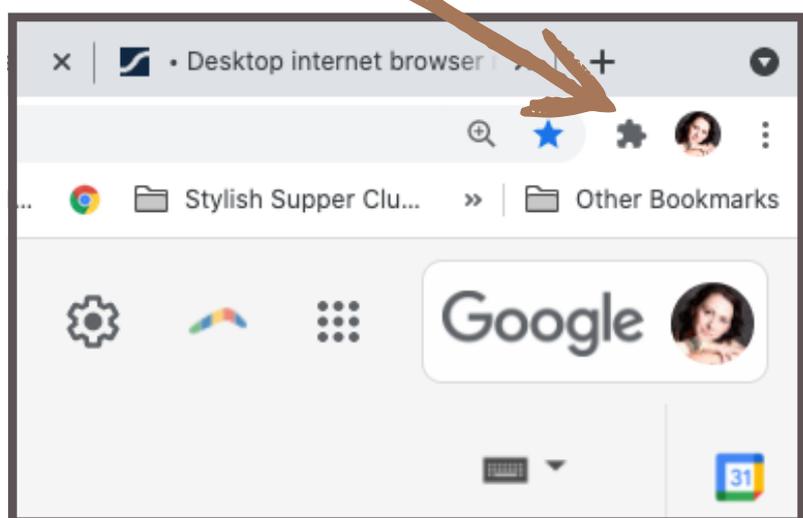
I've taken the liberty of assuming that most of us are using Google Chrome on a daily basis. Here's why...

"As of March 2021, Google Chrome accounted for about 67 percent of the global desktop internet browser market share. 15 Apr 2021"

[Statista.com](https://www.statista.com)

So, what is a Google Chrome Extension?

In case you've not seen them before, extensions are like apps for your computer. You download them and they run in the background. You can select them by clicking on the jigsaw puzzle icon next to your sign-in image on the right-hand side of your Chrome address bar. Mine looks like this



Anytime you want to use an extension and it's not instantly available just click on that little jigsaw button in your Chrome browser and you can choose which one you want to activate.



Boomerang

YOUR GOOGLE EMAIL ACCOUNT

I discovered Boomerang after searching for a way to schedule an email to go out at a specific time and date but it's soooo much more than that!

Boomerang also pauses your email and THAT WAS A GAME CHANGER! I feel like I say things are game-changers a lot but this one really is a super focuser. No email comes into your inbox so there's no point in even looking. You can still access all the existing emails and when the pause ends (which I do for 2 hours but you can make it whatever you want) all the emails come in at once and you can deal with them in one go. It so eliminates overwhelm and helps get to inbox Zero - most the time.

If you use Google mail then it's a brilliant extension.

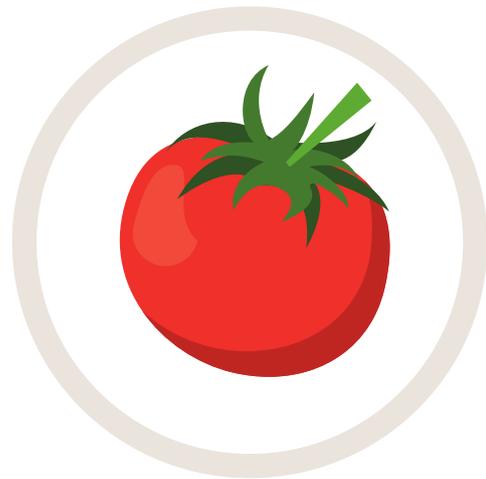
BoomerangGmail.com

CLOCKS & TIMER LIBRARY



THE TREE ONE

Have you seen this timer where you grow a tree by not picking your phone up? It's a habit tracker, to-do list & more. It even has motivation quotes.
Flora.appfinca.com



SET A POMODORO TIMER

This is a Pomodoro timer - Work for 25 minutes then break for five. Repeat.
Tomato-Timer.com



BE FOCUSED

This is the Pomodoro timer I have been using for years. It's simple and effective and you can list your tasks.
BeFocused



THING.DO

Need reminding what your why is for getting started on a specific project? Then have a look at this cute website. It makes you focus on the reasons
Thing.do



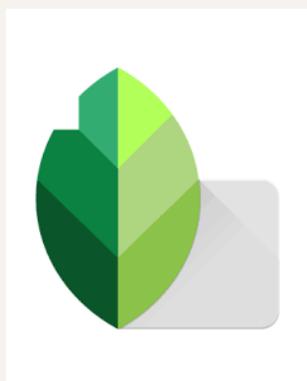
PICTURE EDITING

Editing photos on your phone is the quickest and easiest way to get the shot right? Here's some we love

www.INSIDESTYLISTS.COM

3 Great photo editing Apps

CREATING GREAT PHOTOS FROM YOUR PHONE JUST GOT EVEN EASIER



SNAPSEED

Snapseed is a photo-editing application for iOS and Android phones that enables users to enhance photos and apply digital filters. You can make corrections right from your phone - easy!

SnapSeed.Online

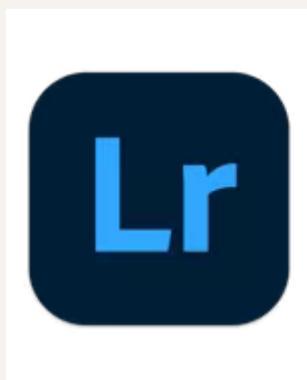


VSCO

VSCO is a creative photo and video editing tool where you can share your images and find photographic inspiration.

The tools are really intuitive and can turn the darkest shot into something light and bright.

VSCO.CO



ADOBE LIGHTROOM

The only photo editing App that's a premium sub at £9.98/m but everyone who uses it swears it's the best. It's compatible with other devices and you get 1TB of storage so it's a great photo backup.

You can also get the Photoshop App for £19.97

Adobe.com



Stop Motion Videos

LIFELASPE IS YOUR ONE STOP SHOP

I discovered LifeLapse when my daughter was studying film at school.
It's the easiest App I have used for creating stop motion videos.

Let me just warn you that it's easy but also really time-consuming.

The app teaches you everything you need to know about the set up,
lighting, tripod, angles and makes it easy to see where you need to
move items in your video for a seamless stop motion.

We started off with the free version then paid for a few months to
have the watermark removed.

Stopmotion.com



GRAPHIC DESIGN

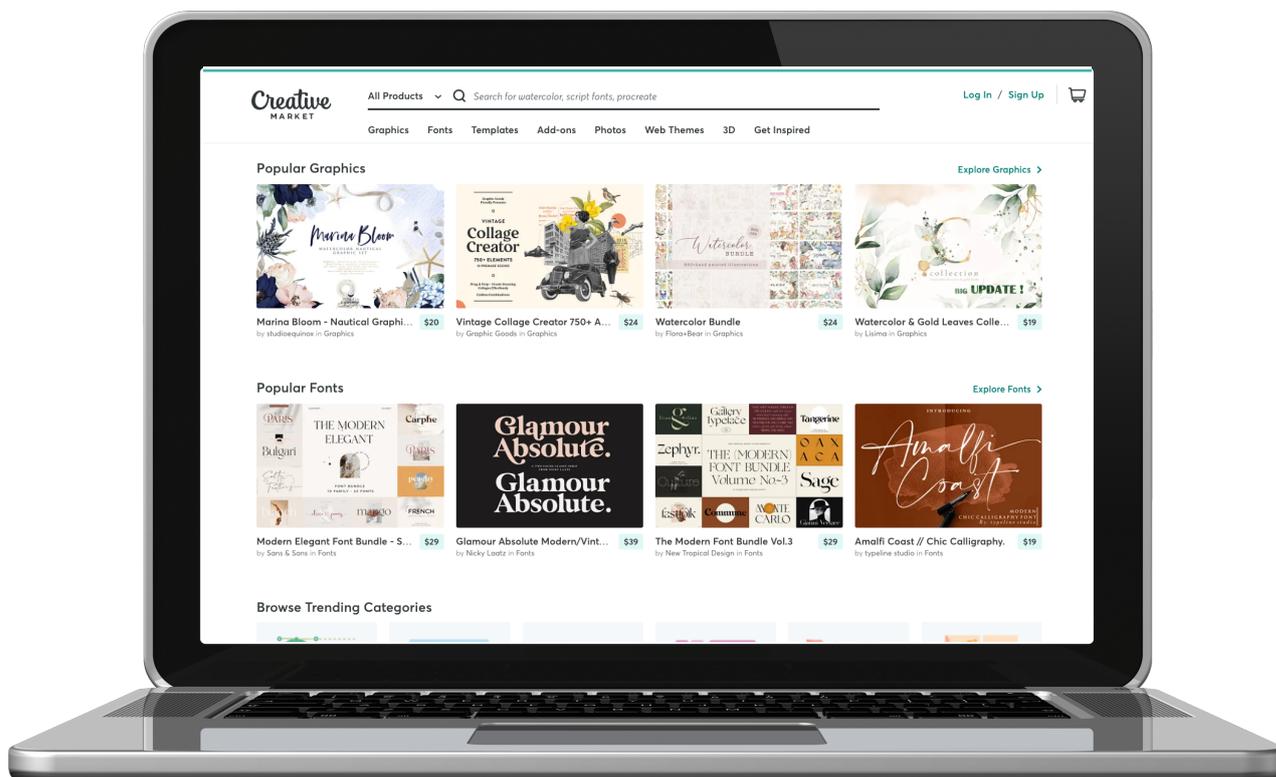
*For logos, blog posts, news letters
and website layouts*

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For all your graphic downloads

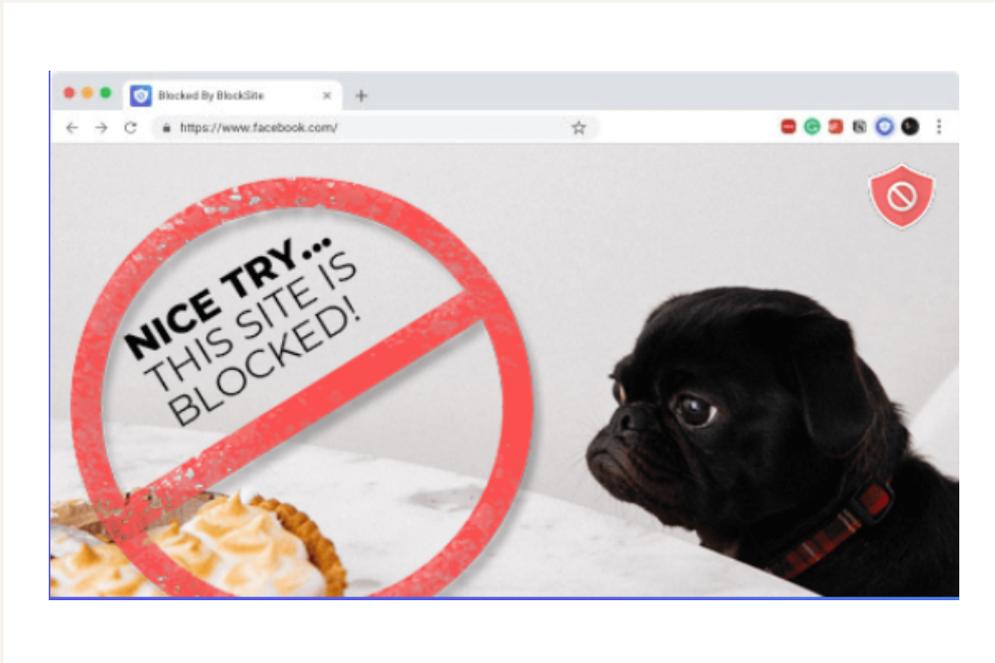
[CreativeMarket.com](https://creativemarket.com) is a phenomenal resource that will help bring all your creative projects to life whether you're looking to buy templates for your blog's newsletter, Instagram story templates, graphics, imagery, or themes for anything you need for your business including business cards or headed notepaper. You can even buy fonts for your website. They're all created by independent designers and cost from \$2 - \$80+ (that's £1.41 - £56.52 in real money!) Total time-saving bargain.

It's also worth signing up for their newsletter as they regularly have free downloads that you can use wherever you want. Great for adding to Canva designs.



CreativeMarket

One last hack



STOP BROWSING

Okay, so you've tried all the tricks, tips and hacks in this Masterclass and you're still scrolling Instagram. Here's the biggie. THE ONE that will stop all the distractions in one go!



is a free Chrome extension that will ... you've guessed it- turn off all the websites and apps that you set it to. No more Facebook, YouTube, emails the lot!

You can completely control the limits, set up "Focus Mode" for up to 999 minutes and really get on without procrastinating.

BlockSite.com

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