

5 TOOLS FOR WORKING FROM HOME



5 Tools for Working From Home3

- 1) A Task Manager3
- 2) Slack, Discord, or another Chat App.....3
- 3) A Writing/Note Taking App4
- 4) Head Phones4
- 5) A Music or Noise App4

Stay Focused and Productive!5

Tools Index6

Omnifocus	6
Things	6
Trello.....	6
Airtable.....	6
Slack.....	6
Discord	6
Evernote.....	6
Drafts.....	6
Bear Notes.....	6
Bose QC 35ii.....	6
AirPods Pro	6
Sony WH1000XM3.....	6
Spotify	6
brain.fm	6
Dark Noise.....	6

5 TOOLS FOR WORKING FROM HOME

Working from home can be a tough gig. Staying on track with your projects, staying motivated, or even staying connected each have their own challenges when you're working from home.

I've been working from home for most of my adult life, and while I've been self-employed for a good portion of that time, I've found tools and products to help me be more productive.

Tip: If you're looking for a full list of gear, check out my [Gift Guide for People who Work from Home](#) if you haven't already.

1) A TASK MANAGER

I use [Omnifocus](#) primarily, but I know lots of people who use [Things](#), [Trello](#), or even iOS Reminders. You'll have to find the one that works best for you here, but the general idea is to find a good (digital) place to keep track of the things you need to do. Here's how I do it:

1. In Omnifocus, I keep multi-step projects. They are organized by folder and tagged. I make sure to add due dates to them and review my tasks every morning to make sure I've not missed anything.
2. I use [Airtable](#) for multi-stage, 2 dimensional projects, like my podcast episodes. That way I know what the next step is for each task. This is a great way to manage podcasts, content, or even correspondence and sales.
3. I use iOS Reminders for one-off tasks, or repeatable tasks. This is mostly personal stuff, like take my medicine, or take out the trash. But if there's something you do regularly for what that doesn't fit into a project, the default tasks app on your phone or computer could be a good bet.

2) SLACK, DISCORD, OR ANOTHER CHAT APP

If you work for a company, this one has likely been chosen for you. But in the event that it hasn't, select one and tell your friends and coworkers to join.

Chat apps can be a huge distraction, but they can also help you stay connected to people you talk to on a regular basis.

3) A WRITING/NOTE TAKING APP

I use [Evernote](#) for note-taking and [Drafts](#) for pretty much everything else. The nice thing about both of these is they have mobile apps that sync so you'll be able to access them if/when you're working from the office or anywhere else.

I love a good pen and paper so I general do take hand-written notes during meetings. But I make sure to capture the important parts in Evernote or Drafts.

Alternatives are the default notes app on your phone (which likely also has a desktop or web version). Another personal favorite of mine is [Bear Notes](#). Nice looking and it supports Markdown.

4) HEAD PHONES

Seems like another obvious one, right? But headphones - especially noise cancelling ones - can help you be less distracted since you're not hearing every little sound. Some recommendations:

1. I have the [Bose QuiteComfort 35 ii](#) for every the ear. I love them. For comparison's sake, I've hear *very* bad things about the 700s, even though Wirecutter recommends them.
2. I also have the [AirPods Pro](#). I like them because they save a ton of space and work *most* of the time. But they aren't perfect as they are in-ear.
3. My friend Chris, who knows a thing or two about headphones, is a a fan of the [Sony WH1000XM3 headphones](#).

5) A MUSIC OR NOISE APP

To go along with those headphones, some music or background noise to help you focus and remove distractions. For me, it's carefully crafted playlists on [Spotify](#). But websites like [brain.fm](#) offer music specifically for certain tasks like focusing.

A fantastic iOS app is [Dark Noise](#), which offers various background noises like white noise, crowded train station, running water, and more. I love this to help drown out environmental noises. And the bets part is that you can play that *with* your music!

STAY FOCUSED AND PRODUCTIVE!

The struggle for avoiding distraction at home can be a tough one. Finding the right tools to stay on track and focused is important. These 5 have helped me a ton - and I hope they help you too!

TOOLS INDEX

[OMNIFOCUS](#)

[THINGS](#)

[TRELLO](#)

[AIRTABLE](#)

[SLACK](#)

[DISCORD](#)

[EVERNOTE](#)

[DRAFTS](#)

[BEAR NOTES](#)

[BOSE QC 35II](#)

[AIRPODS PRO](#)

[SONY WH1000XM3](#)

[SPOTIFY](#)

[BRAIN.FM](#)

[DARK NOISE](#)

**LEARN TO USE ALL OF
THESE TOOLS, AND
MORE, WITH A
CREATOR COURSES
MEMBERSHIP!**

VISIT

[CREATORCOURSES.COM/5TOOLS/](https://creatorcourses.com/5tools/)

TO GET 15% OFF AUTOMATICALLY!