# The top five on-the-go admin apps

By Nafisa Akabor                                                                                                27 Mar 2015

Working in a corporate environment means being productive on-the-go. Whether a meeting, brainstorm, or ticking off tasks from a to-do list, you'd do well to make use of productivity tools available for your device. We've tried and tested the best productivity apps available and found the five most simple, useful and efficient.

Here they are, in no particular order:

## Evernote

An excellent tool on which to write, collect information, turn notes into a slideshow, and collaborate with fellow users. The entry-level version, designed for basic note-taking, is free. Alternatively, subscribe to the full-service, premium version. It has cross-platform functionality and syncs to the cloud, so switching devices doesn't get in the way of your work.

**Best feature:** Picking up where you left off - from any device.
**Compatibility:** Mac OS X; iOS; Chrome OS; Android; Windows; Windows Phone; BlackBerry; and webOS.

## Remember the Milk

This savvy app lets you manage tasks easily across various platforms. The clean, uncluttered interface makes it a winner, along with SMS, email or IM reminders for pressing tasks. You can share lists with colleagues, use it remotely and manage tasks offline (a real plus during load shedding).

**Best feature:** The personal notebook-like look and feel of the app.
**Compatibility:** Android; iOS; BlackBerry; Twitter; Evernote; Gmail; Outlook; and Google Calendar.

## Wunderlist

If you're after a user-friendly organisation app, look no further. Wunderlist can be used for work, drafting a shopping list or even planning a holiday - a fabulous all-rounder for work or play. It supports collaborations, conversations, and even has a 'public lists' section, with features such as 'top places to see in Paris' or 'best action movies'. Syncing occurs in real time and across all supported platforms.

**Best feature:** Collaborating with family members on tasks like grocery lists or family holiday planning.
**Compatibility:** Windows; Mac; Android; iOS; Windows Phone; Amazon and Chromebook; including browser support - Chrome; Safari; and Firefox.

## Microsoft Office

The most popular office suite is now available at no cost on tablets and smartphones. If you already have an Office 365 subscription, log on remotely for full access. If not, the free option is still perfectly useable. The mobile suite of apps includes Word, Excel, PowerPoint, Outlook and OneDrive.

**Best feature:** Being able to mail documents on completion, straight from the app, without having to open your mail client - a real time-saver.
**Compatibility:** iPhone; iPad; Android smartphones and tablets; Windows Phone and tablets; PC; and Mac.

# [Dropbox](#)

This app is unmatched when it comes to delivering large files. The cloud-based service comes standard with 2GB free and there are other ways to earn more storage (inviting friends or paying to upgrade). Dropbox works across all platforms, and once files have been uploaded, they're immediately synced across all logged-in devices. Files are shared instantly via links, instead of attachments that might be blocked by the receiver's mailbox server.

**Best feature:** Cordless uploads which are instantly available in your Dropbox account, from any device.
**Compatibility:** Windows; Mac; Linux; Android; iOS; Kindle Fire; BlackBerry; and Windows Phone.

*To read more articles relating to real tech innovation, visit the [Nashua blog](#)*

## ABOUT NAFISA AKABOR

Nafisa Akabor is a freelance journalist and blogger. For more than seven years, Akabor has been an influential voice in consumer and business technology media - across both print and online. She has written for TechCentral, Sawubona magazine, Destiny magazine, VodacomNow!, ITWeb, My Digital Life, Brainstorm, TFG Tech and Marie Claire. Akabor has also been a contributor for various corporate blogs. Visit her tech blog, Wired to the Web, on www.nafisa.co.za and follow her on Twitter @nafisa1.
- The top five on-the-go admin apps - 27 Mar 2015

View my profile and articles...

For more, visit: https://www.bizcommunity.com