

102-productivity-app-apalooza-3-productivitycast

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SPEAKERS

Art Gelwicks, Voiceover Artist, Raymond Sidney-Smith, Francis Wade, Augusto Pinaud



Voiceover Artist 00:00

Are you ready to manage your work and personal world better to live a fulfilling and productive life? Then you've come to the right place, productivity cast, the weekly show about all things productivity. Here, your host Ray Sidney-Smith and a gousto pinout. With Francis Wade and art gal, Wix.



Raymond Sidney-Smith 00:17

Welcome back, everybody to ProductivityCast the weekly show about all things personal productivity, I'm Ray Sidney-Smith.



Augusto Pinaud 00:22

I'm a ghost to be no.



Francis Wade 00:23

I'm Francis Wade.



Art Gelwicks 00:24

And I'm marquel wicks.



Raymond Sidney-Smith 00:25

Welcome, gentlemen. And welcome to our listeners to this episode, and we are going to do another exciting episode, we have come to coin as appa Palooza, so this is our third time, where we're going to be doing four rounds, and discussing apps that we use in our everyday productivity systems and enjoy using and we we recommend them to others, and so why not share them with you. So as I said, we're going to go in three rounds, we'll have three rounds. And each of us will give our tool and kind of give you a little bit of explanation behind what it is and why we use it. So let's kick it off. Let's let's get started with this party and go with you art art I have you at first, what is your first app?



Art Gelwicks 01:13

Well, I've got a bit of a theme to this app a Palooza since we're in a situation where people are trying to kind of deal with the mental aspects of having a lot of stuff to do, and unfortunately having time to do that. So the theme on mine are gamification, tat or the gamification of tasks. So the first one that I'm talking about is an app called do it now. Now, these are all on Google Play. These are all on Android, I'm sure you can find equivalent ones on iOS, but do it now is an old school style role playing game, but it's done with your task. So if you think about it, from the perspective of something like a Dungeons and Dragons, or that type of a game, what you're doing is you're creating a character into it now of yourself your own stats, the challenges, you create your characteristics, like memory, perception, strength, and you apply those criteria to the things that you need to do, whether they're individual tasks or recurring tasks. I like it because it's a fairly modern style of interface, and you build experience as you move forward. And you can chart those metrics as you move forward to achieve specific goals. So it's a nice way, it's a little bit complex. But it's a nice way to get into this idea of gamifying, the things that you have to do and setting those point goals to help yourself move forward.



Raymond Sidney-Smith 02:33

Because so what's your first app in round one,



Augusto Pinaud 02:36

my first app is anchor, and it is an app to record podcast podcast, like this one. It's been an interesting evolution, especially for a person who leaves iPad, only the recording and editing of the past podcast, even the power of the machine has been there for a while has taken longer to really get to reality. And anchor is the first application that allows us to really do that and to really record edit, even save templates. And it is a really easy, powerful way to start doing podcasts on on any device, iOS. iOS, is what I use, but I'm the reason I bring it here, obviously. But it is a really, really nice and powerful blood.



Raymond Sidney-Smith 03:24

Now I happen to use anchor for one of my podcasts just because I needed to make sure that I was using the tool that you know a lot of my small business clients are using and talking about. And so I decided well, let me just use it for that purpose. Even though I'm I'm much more a fan of other podcast hosting services. But I've got to be honest, you know, the the anchor platform is is really quite useful and helpful are what's your experience been with anchor?



Art Gelwicks 03:52

Oh, I love it. I've been using anchor since the beginning on my own podcast. From an implementation standpoint it there are some little inconsistencies in the interface between the devices. But to have an application and a platform that you can literally build or record, edit and publish your entire podcast off of your mobile device is pretty slick. I've sat down and I've recorded multiple episodes from inside my car, I've been able to jump around and do the different things I needed to do. And then sit down and say, okay, publish this all right from my phone, I can do it from my desktop also. So yeah, I love it. I use it. I use anchor for all my podcasting.



Raymond Sidney-Smith 04:28

The only only issue that I have come across is that the anchor messages like if someone records the messages and and sends it to you, I had no notification of that because it was only in the app. And so just make sure that you do have the mobile application installed, because then you'll install the app several months later and realize that someone you know some persons have ftu audio messages that you had no idea existed. So just little things like that. You know, and if anger is lifted You know, please give people the ability to see name record their show so that they can have their control over their domain. And yeah, so next up, I have Francis Francis, what's your first app.



Francis Wade 05:12

So it's called files to SD card. And it's on Android. And what it does is with a click of a button, you can transfer files from your internal device to your SD card. So it allows you to go through the directory, pick directories, or files, or basically whatever you want. And then with a with a tap habit all get transferred over and for folks who are having WhatsApp users. And if you belong to lots of WhatsApp groups, this is a most just because WhatsApp is doesn't allow you to save directly to the SD card, you have to save to the device, which means that if you are running out of space like I am, then you everyday you have to be moving files or and this is a way to do it in bulk takes about a couple of minutes to run each day, and allows you to keep going. I mean, this game will probably end because I imagined that there are other other programs that have files that I can't transfer. But at least for now, it's allowing me to extend the life of my smartphone.



Raymond Sidney-Smith 06:11

One corollary to this is using the files app on Android. So you know, files to SD card isn't is an Android focused application. And the same thing kind of is being done by files. So there's an application called files, it's an Android app. And when you install it, it walks through your system. Again, it scans your system for things that you can get rid of like detritus, like junk, temporary files, you know, cache files, that kind of thing, but also these large media files that are sitting on your system, whether it be PDFs, mp3, you know, other video files as well. And it'll just give you a list of those so that you can purge them. And and many times, you know, those WhatsApp files are no longer useful. If you're sharing personal content, then why do you care about the GIF that your friends send you? You know, you could just get rid of it. So that's a kind of a secondary piece if people are really trying to save space on the device, and it's doing it semi automatically, because it'll just like prompt you at times and say, Hey, I scanned it, and I can save you x hundreds of megabytes worth of data. And then you could just go through and say okay, like in my case, you know, I found about a gigabyte, or two or 10 worth of excess podcast episodes that had just been sitting on my system from a prior podcast application. And I didn't need that stuff tape, you know, sitting on my system, so it was able to purge those pretty easily. So just check out the files app on Android.



Francis Wade 07:42

There's one that comes native, that's called files. But that's not what you're talking about. Right?



Raymond Sidney-Smith 07:47

It is indeed.



Francis Wade 07:48

Yep, it is. Because I use I use that one on on on mine, but it doesn't doesn't provide any kind of smart, so I won't scan.



Art Gelwicks 07:56

Well, you may you may want to check because the one that you may be looking at maybe native from the company who made your phone. Yeah. Because I think Samsung used to do that. And still does. I think they have their own files app. And it's definitely not the same thing as what Ray described, because I use the one that Ray's talking about, and the one that another one that's available. They have the same name. Different icon, different functionality.



Francis Wade 08:20

Well, same name. Yeah. Okay, great. Yeah.



Raymond Sidney-Smith 08:22

When I when I, when I look at when I look at my phone, I actually do see two files, apps. And oddly enough, one has a little Google colored green Material Design logo. So there are multiple, like flaps of paper folded over. And then one is just a file folder icon. And when I open one up, that is just a file browser. Oh, no, I'm sorry, the one that is the Google one. And that's the one that I'm talking about. The one that's the other one, I'm not quite sure. But either way, it's the one I believe that Google puts out not the not the one by any other manual, you know, OEM. Alright, so that brings me to my first app within round one. And I'm actually going to cheat and talk about two. But because they work together so well. So back in the day, I talked about this on prod pod, which is the application mind 42. Mind the number four, the number two, so mind for two.com. And it's a web based mind mapping software. And I use it in conjunction with free mind, which is an open source mind mapping software that's available for Windows, Mac OS and Linux, it does require you to install suns Java environment, so that you can run free mind. So just be aware of that. But the the the integration between the two of them for me is that I can open up a web browser, invite anyone to it, they can create a free account and be brought into the mind map with me and we can collaborate on a mind map together which is something

that I do actually quite frequently. And it's just phenomenal. And then when all that collaboration is done, I can export that mind map in a .mm file, and then open it up in free mind and then go to town, I can, you know, do all kinds of modifications to it, you know, fancy it up if I want to break it down separate into multiple mind maps. And it's just a really great toggling back and forth of those. And I can then take that same mind map and upload it back to mind 42 if I want to continue collaborating with someone with the revised version, so it just gives me a lot of flexibility for being able to use these two tools together. And I just really enjoy being able to mind map in a digital way, and see it in real time with another person, you know, so that we're able to collaboratively mind map, which just makes it all the better, when you're trying to do that kind of not even brainstorming, sometimes sometimes just brainstorming, sometimes just organizing thoughts. And the thoughts are not yet not yet in the place where they belong. So it's just kind of like getting the ideas of what needs to be organized up on the screen, and then moving them around into an organization that works for everybody. So really love mine 42 and free mind. And I will put links to all of these in the show notes. So if you don't know how to access any of these, don't worry about it, just go to productivitycast.net to the episode page, and you will find the links to those. So Ding, ding, ding. That's the end of round one. Let's get into round two,



Art Gelwicks 11:32

art,



Raymond Sidney-Smith 11:33

what's your next app?



Art Gelwicks 11:34

Okay, following along with the gamification attacks themed round two item is called habitica. Basically, it's the same type of a thing that I just described where it's a, it's a role playing game style of app where you're playing it with the tasks that you need to do. What I like about herb indica is that it looks a lot like the old Nintendo Gameboy type of game. It has a beautiful UI, they've done a fantastic job of emulating that eight bit pixel interface. it's clean, it's efficient, allows you to load your tasks in track your dailies, if you want a way to get started into this kind of a gamification process, and you want something that's that's really engaging, I'd say, take a look at habitica. It's very purple, too. But that's a whole different as a side note, I



Raymond Sidney-Smith 12:22

actually run a GTD party on habitica. And we've been running for a few years. And yeah, so I love a bit ago. All right, thank you art. Next up a gousto. What's your next step in round two.



Augusto Pinaud 12:34

So in round two, I'm going to talk about an application called infuse. You know, one of the interesting things when you move to iPad, is that you don't have iTunes, Apple has decided not to make an easy way to add movies from when you have or lack a computer. So there is this little app from a company in Colorado called fire court called infuse and basically infuse allows to read movie files I have we many years ago digitized all our movie collection when the kids were little. So they did not scratch the DVDs and put them in this drive, then infuse can go there. And what is really cool about it, that was impossible when when I did that, if you used to do it, put it there. And then you needed to find the covers. And it was kind of a messy process, infuse come good movie, go to the databases put the right cover, but also put all the details on the movie. So who was the director, the actors that did? What about the movie and all that. And if you have movies of the same collections of movies, James Bond, or Harry Potter, or those kind of things, but four, or Avengers, they will create what is called a collection. So they basically collect the movie. So when you are browsing on the TV, via the Apple TV, you can look at all the movies and all that given this is not a productivity thing. But in the days of that we are experiencing that people is watching more TV, it is really cool to be able to get all those digital files and have them in a way that is easy to organize that he's easy to search to find and to do it. He's really, really what I think is the best video player that he's available for the Apple TV hands down. He obviously works on iOS so I can access from my iPad, that NAS driver and watch a movie if I want to works really, really well.



Raymond Sidney-Smith 14:31

So this is a competitor to the Plex platform is what I'm understanding.



Augusto Pinaud 14:36

Yeah, that's correct. It actually integrates with Plex, too. So but yes, it's a competitor of Plex.



Raymond Sidney-Smith 14:42

Fantastic. Yeah, I've been I've been considering spinning up a Plex server with my brother for a long time. And now we're considering there's a a Plex, complete, independent software developer who's developed something called sync lounge so that you can actually watch movies in real time together. And from from a Plex server. And I've been considering Oh, you know, it'd be really nice to actually get, you know, my brothers and my niece together. While my other my nieces and nephew together to watch a movie together it would be really nice to do so from in distributed locations. And so I was thinking of setting that up. So I will I will give infuse a look. But since we're not all Apple TVs probably won't work, we haven't



Augusto Pinaud 15:27

done the synchronized movie thing but I we digitize our DVDs. Before 2010. Alicia was born probably 2009 or so when when the kids are small enough that they grab the DVDs and they play, you know, with the DVDs on the floor and your do the adult to start cringing. That's when we did that. It is been for something that has over 10 years, you know, file, I can access all of them and any works really, really, really thank you. Good. So Francis, what's your second app,



Francis Wade 15:58

it's called male track. And it's not rocket science or anything. It's a chrome Gmail add on that allows you to get a response when someone has opened your email. So it's it's the individual equivalent of what the email software programs like Aweber or MailChimp have been doing forever. And I just discovered it, maybe everybody else is be using it. But I'm late to the party, but it's phenomenally useful. In particular, it tells me who is not managing their email well, which is really good to know, who sent them an email and you're wondering, why haven't you heard from them? Well, it's because they haven't even opened it yet. So I'm finding it very, very, very useful, it's no become an essential with respect to my daily productivity communication.



Raymond Sidney-Smith 16:42

Okay, I have that built into my CRM, which sits inside of Gmail, because I'm a G Suite user. And it's just great to be able to see, you know, when the person has opened it, how many times they've opened it, and it even tells me location, which can be a little bit creepy. You know, I don't want to know that information, but it tells it to me. And so it's very, very useful, because I can say, Oh, you know what, this person has opened it, I know that

they've, they've at least looked at it once, twice, 15 times. And therefore I can be confident that they know this information in future communications, which is just very helpful. All right. And so my second round item to close out round two is a web application that is very simple, but solves a very big problem for me. So I use Task Manager remember the milk, we've talked about that in our first Apple Palooza in our Premier Edition. So you can snap back to that episode if you'd like to. And in that I remember the milk itself has a function for the email, tasks into the software, many software have this and like to do list and many others have this ability, you can email a task into the into the task manager. And that's that is brilliant, except when you want to be able to control certain types of templated items. And so in remember the milk you can actually bulk import tasks by email. In essence, in the body of the text, you can have, you know, 15, you know, items listed in the email and each line will turn it into its own task. And so for me, I have recurring projects, in essence, where all of the tasks need to be put into the system on a regular basis. And so send recurring comm solves that problem for me. In essence, I can draft a template email. And then on a regular basis, send recurring.com sends that email to my remember the milk account, and it imports and sets up and even more sophisticated because of remember the milk not because of send recurring, you can actually use the smart add functionality. So I can send it send each item to its own list with its own date, its own tags, its own criteria generally and specifically. And so therefore each line item is going where it needs to add the time it needs to because I'm sending it on a specific schedule through send recurring.com. So I believe it gives you 100 emails per month for free. And then you can upgrade the account to more. So that's a pretty generous allotment. I know it also sends, what do you call it text messages as well. So it can send SMS, I don't use that functionality. I only use it for sending recurring emails, you can also send scheduled emails and reminder emails in the system. But again, I as well as surveys, I think you'd think you'd do polls as well. But I only use it for that send recurring email functionality. And it's just really, really helpful. You can actually also do this to send to other people than yourself. So for example, I was running a blog network for a client and I needed to remind the bloggers to submit content on a regular basis. So I would just have this reminder email that said, Hey, by the way, here goes upcoming, you know, deadlines for your blog entry. And, and also let's talk about your topics on the quarter. So every quarter, they'd get an email to remind them to send in their quarterly topics and ideas. So it's just a, it's just a really, really easy, simple tool for being able to schedule those kinds of recurring emails, both outbound and into your own systems, like into Evernote, or into, like my task manager remember the milk or otherwise. And I love it. It's great. It's simple. It just works. And yeah, so that's send recurring Comm. All right, ding, ding, ding. That's the end of round two. And that begins round three. And so with that, let's get into round three art. What is your final app,



Art Gelwicks 20:43

my final one for this app Palooza is if you can guess it's a gamification of tasks. It's called epic to do list. And it's very similar to the other ones that I've talked about. So far. The significant difference with it is that it looks like it truly looks like an old school RPG game, it doesn't have a modern interface, it has a brown backgrounds, and you create a character defining it spend a lot of time defining what the character looks like, and then build the things out. But if you're looking for something that is much more traditional, old school RPG style gamification, I would say that this is the one that you want to take a look at. Again, it's called epic to do list, it's not perfect, it's a little bit clunky, and it is ad supported. But, you know, support your devs. So yeah, I



Raymond Sidney-Smith 21:35

just love the the whole, there's a whole collection of these RPG style gamified task managers that have come out in the world. And both on Android and iOS, they're some of them are the same. And some of them are different, you know, like a bit of a, you know, has been able to grow large enough to support both platforms, and others have not. But there there's quite a wide variety of gamified RPG style games. And I think that they can be really, really useful. I know that the name is gonna escape me. I know, Jane McGonigal is the person who developed it. And she wrote the book super better. Is that the name of the app? I believe it is, yeah, so so the app super better is that kind of both productivity system by itself, but also an application that helps you gamify your world. And so these apps always reminded me of her and really the game design principles that she has proffered in her books. And I just really think they're great for people who are looking for a different flavor of not motivation, but structure around their motivation, right. So it's like you need you need this infrastructure. And if you need that infrastructure, then these apps can actually provide that. So really cool. Thank you for focusing on those. And next up, I have a gousto. What's your final app for this apple Palooza?



Augusto Pinaud 23:04

Well, for this final I pick on actual productivity thing is called File Explorer, actually, also for iOS and run, so we'll work on there, it will work on your iPhone. But what File Explorer gives you is a similar version to what a file manager will do on your computer. That too, will allows you to access drive remote drive networks, hard drive on everything else that that iPad can connect to wireless or not. So you can even go connect your iPad via an ethernet cable and see a whole network into an enterprise environment dad made it the I buy the really, really nice, or that was that application that I buy gets really, really powerful to navigate through even traditional network environments, or copy files from

one place to the other inside or even from the outside of the iOS environment. So it turned into a really powerful little tool that gives you a lot of the old functionalities of file managers that initially were not present on iOS.



Raymond Sidney-Smith 24:10

It's remarkable that one of the most difficult things about managing in in our world today and kind of our digital age is actually interoperable interoperability of very basic functions. Like for example, Apple messages doesn't communicate with the rest of the messaging world, you know, it's like files should just be able to be viewed on any device, except they're not. We have to use these third parties in order to be able to see native, you know, what, what should be very simple files across systems. It's, it's remarkable to me but at the same time, thankfully, there are developers out there, building these tools that allow us to be able to actually see these things. So cool tool. Thank you. Good. Oh, and next up, Francis, what's your round three app,



Francis Wade 24:57

so it's a it's a company software called remote. And people who use zoom. Most people, a lot of people are using zoom right now, because it's the go to alternative for working from home or working remotely are people who are familiar with that would notice that if there are some similarities, because there's one half of remote that looks a lot like zoom, it's a canvas conversation webinar. projector, I guess where you you can have one or one to 10 speakers and they all flow slides and interaction with the audience, however, is only by tech and by comments. So that's the one half of remote is the other half that's really innovative. And in the other half, you can essentially break out into private table and have private conversations with three to six or two to six people at a given table. And at the table, you have full video, you can share files, you can have a whiteboard, you can you can text chat, audio video, you can have a conclave, I guess have a private conversation with you plan your table and you can move around to different tables. And the person who sets it up can set different themes per table so that they can manage a conversation as people move from one area of interest to the other. It's it's beyond what you could do probably in a live setting, because you can't do all those things, even if you had a real conference room with different rooms. So this is really leveraging what technology allows you to do that you can't do in real life. And as far as I know, I don't know of any other platform that allows you to have this level of private meetings, private get togethers face to face meeting. So it's great for networking, you can really bounce around from one table to the next meet three four new different people and then bolster the next table. So it's it's a fascinating alternative to you know, Xu masala become the standard in the last few months, this is a great alternative.



Raymond Sidney-Smith 26:54

Yes, zoom has breakout rooms, but they don't have them in a visual layout that other folks can manage their own movement around a digital space. And so remote provides that that I think is is a fairly unique feature, I really enjoy using zoom breakout rooms for as a host. But once you are not a host, then you lack the empowerment to move around a digital space and you know, meet other people and that kind of thing. And remote gives that visual space. I think its only other competitor in the market is cocoa, which is a little bit different because it's supposed to be for managing remote workers. Whereas remote is more collaborative meeting space for folks who are hosting events and hosting, say, webinars and other kinds of educational trainings. So very cool tool. And I know that Francis, you've been using it quite a bit in your own world. And I and you know, that's just your most recent one actually was really interesting, just thinking of the layout of bringing people back and forth between interacting and engaging and discussing things and then coming back and sharing those in the presentation mode and those kinds of things. Very, very cool stuff going on there at Remo, so thank you. And to close out round three and Apple Palooza, generally, I'm going to talk about again, I'm going to cheat and talk about two different apps, but it's because it's Windows and Mac OS. So something that I see people having struggles with all the time is managing their Downloads folder on their on their desktops, and many times the downloads folders on their on their mobile phones, but there's no easy solution there. But on on your desktop, if you are trying, if you're struggling with keeping your downloads folder empty and managed well and so on and so forth. There are applications that are out there that will help you one is called file juggler. And this is a both are paid tools, but they're not there. They're nominal fees for the for the price. It's totally worth it. But the first one on Windows is called file juggler. And in essence, what you do with file juggler is you install the tool and you set up rules just conditions for the the folders that you want it to monitor. And so for example, say that you have some items in your downloads folder that you want to put into Google Drive. And so you have Google Drive installed on your desktop. Well, you can move those files to Google Drive, and then it will just synchronize those items to Google Drive. And then there'll be backed up to Google Drive or say that you want a particular file that you download from the bank every month, say a bank statement, and you want it renamed to the name that you can find in search. That's logical say it has the bank's name in it plus, say bank statement and the date ending that particular month. So you know for the statement ending x date, well you can have file juggler, make those changes and then move it to an appropriate folder, say a bank statements of folder where all of those will now be so file juggler is incredibly powerful for being able to automate those kinds of tools and get them off your system. Then there's the other side It on Mac OS X, or Mac OS. And the tool is called Hazel. And

Hazel does almost exactly the same thing it has, it has some pretty slick features for being able to filter and sort and rename things as well. And it just monitors folders, right? So you just as things come in, you can say, Hey, you know what, I want to place this thing, and, you know, in this particular folder, and there it goes, incredibly helpful for speeding up the movement of files, because in any given day, I can be downloading emails, email attachments, from many different sources, both business and otherwise. And I want those to go in the right places, so that I can find them later. And it makes it very, very easy to be able to do so it takes a little bit time setting up because you have to, you have to think through Well, what do I receive every day every week. So I like to go through with clients and actually review their Downloads folder for the past couple of weeks, see what they have received recently, and then decide, okay, well, what should be happening with this stuff? And can we can we go through and make that stuff renamed to a consistent naming convention. And can we move these to a collected a collection, a folder or something that makes sense for you to be able to find later, and it just makes it so much simpler, I really like it, and then the rest can be deleted, then you can keep your downloads folder a little bit more organized.



Augusto Pinaud 31:18

Yeah, I used to use Hazel on on the Mac and still did the Mac, I don't use it, but it's handy to have it installed. And you can also do other maintenance things. So you can say okay, well all the files that go into this folder at the end of the month, you know, put the move them to unfold are called January and get them out of the dekstop or empty the trash can when the trash can get to a certain level there are little maintenance things that you don't necessarily consider until you are in a hurry but you can make with Hazel happen in a really, really simple way. So you can really go and create those rules as they call them. And said, Okay, you know what, I empty trash. And, you know, do I one of my favorite things with Hazel is that when you install things on on the Mac, you know the install in different folders. But if you enable that when you delete Hazel goes and then search for all those files to also get them delete that I think is a fantastic thing. So you don't get all that all that stuff, you know, download pictures, for example. And Hazel will add them directly to the picture folder, the picture library. So all those little things really, really make huge differences. All right,



Raymond Sidney-Smith 32:33

we've made it to the end of another Appaloosa. So while we are at the end of our discussion, the conversation doesn't stop here. If you have a question or comment about any of the applications or tools that we talked about today, please visit our episode page on ProductivityCast dotnet. there on the podcast website. At the bottom of the page, you

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Voiceover Artist 34:03

and that's it for this productivity cast the weekly show about all things productivity with your hosts, Ray Sidney-Smith and a gousto. pan out with Francis Wade and art gallery.