

# A Tour of Productivity Apps

*A tour of productivity apps for macOS, iOS and watchOS*

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# Motivation for Talk

- ✦ What are *productivity apps*?
- ✦ What kinds of activities do you do, and what would make you more productive?
  - ✦ Email, Calendar, Tasks, Writing, Photo Editing, Communicating, Collaboration?
- ✦ The use of email (messaging) for **communication** is something everyone uses.
- ✦ The message may encourage us to attend a meeting, perform a task for a project, write an article for the Pi Journal, and the like.
- ✦ Nowadays we collaborate with others in getting a job done.
- ✦ Apple Stores for macOS and iOS has many categories of Productivity Apps. Let's explore some.

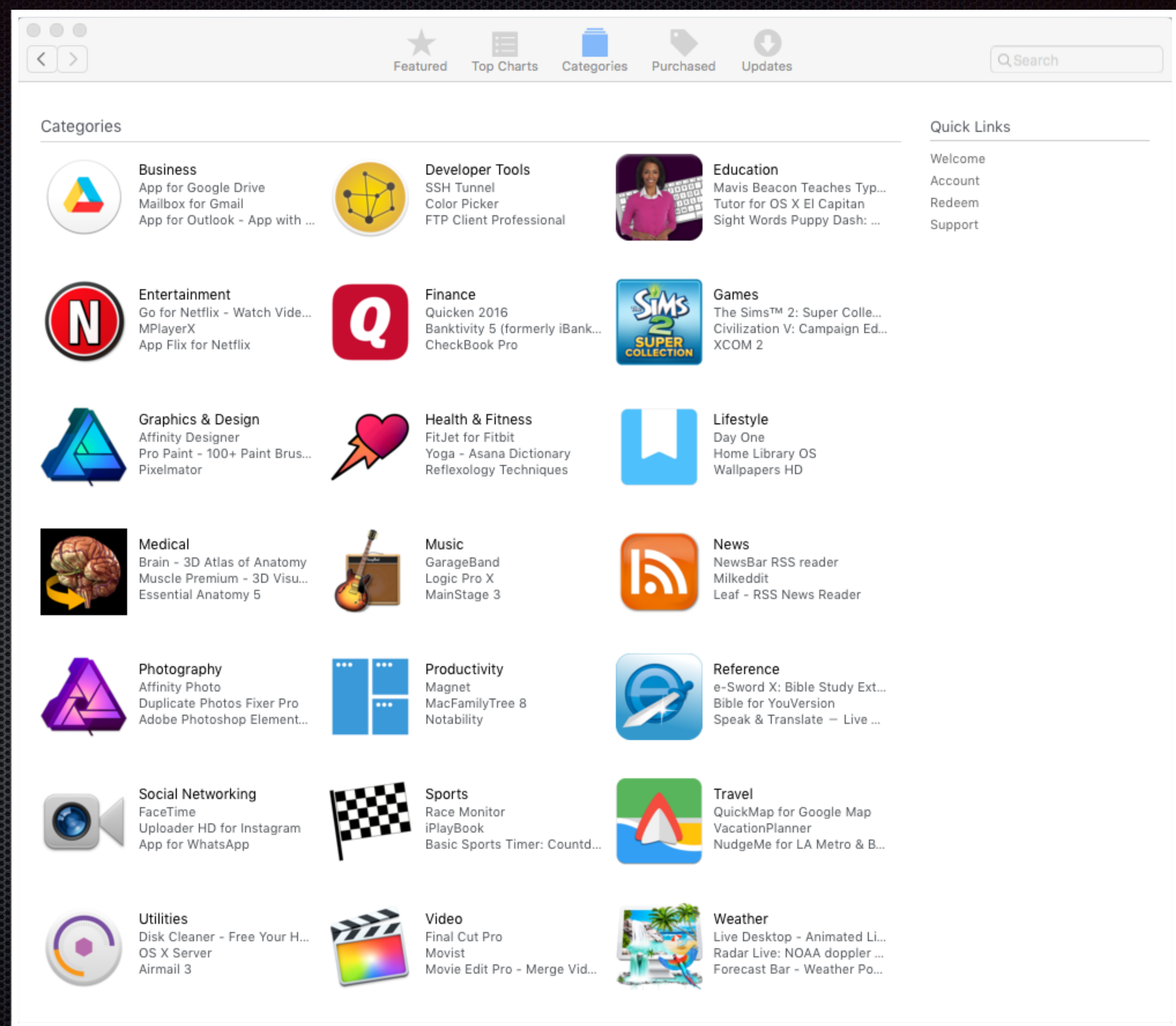


# Topics Covered

- ✦ Motivation for Productivity Apps;
- ✦ A look at Productivity Apps in Mac and iOS app stores;
- ✦ Desirable features of Productivity Apps;
- ✦ A closer look at email, unstructured database, app integration and sharing, and collaboration
- ✦ Live Demos of AirMail 3, Evernote, Fantastical, Task Managers, and Document Collaboration.



# Categories in the Mac App Store



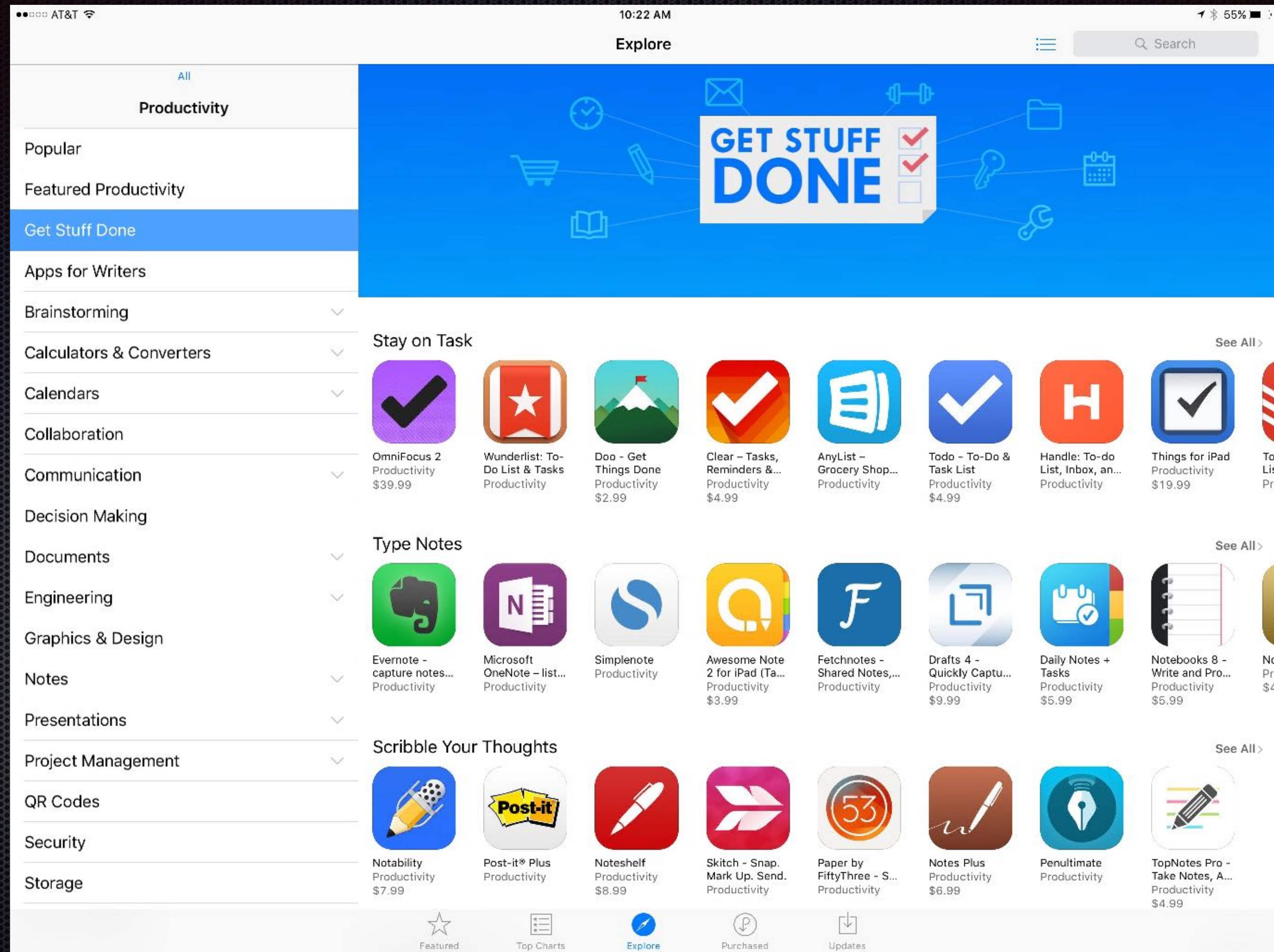


# Mac App Store: Productivity Apps



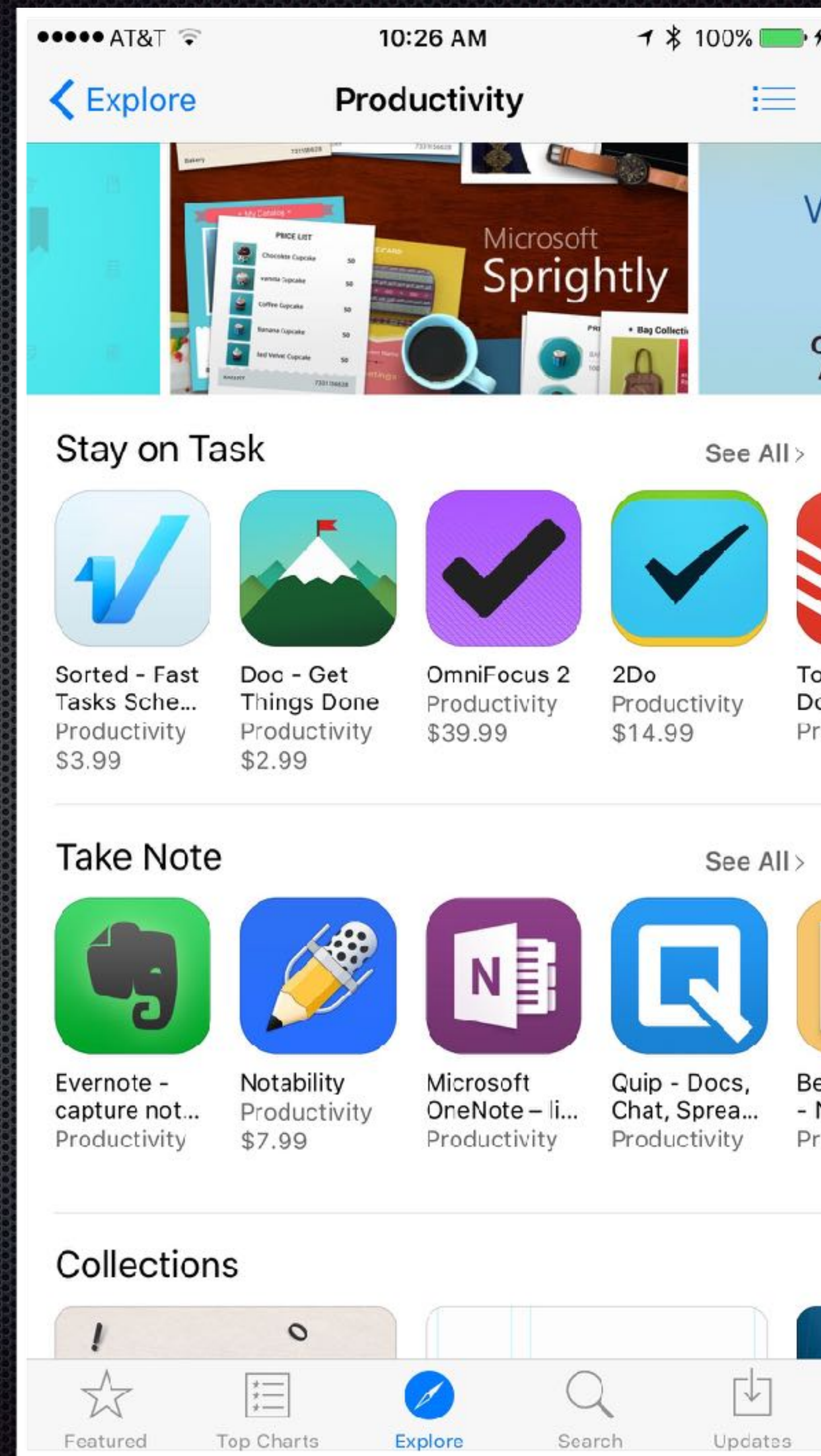


# iPad App Store: Productivity Apps





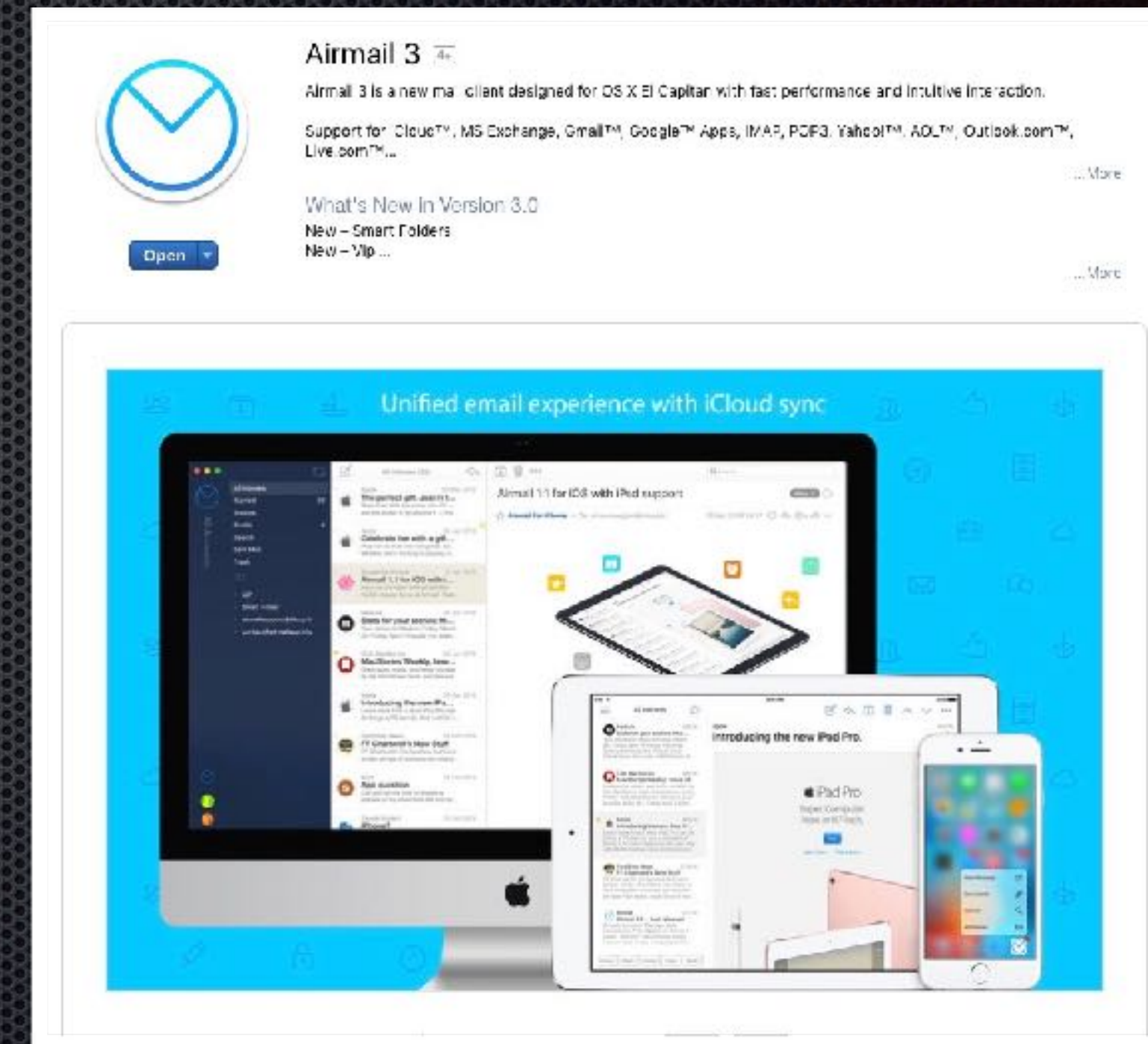
# iPhone App Store: Productivity Apps





# Desirable features of apps in the stores

- ✦ We would like to have apps that **run on both macOS and iOS**;
- ✦ They should also **run on watchOS**, if possible;
- ✦ They should **sync data** so that we can add, update and delete data in an app, and see those updates across all platforms;
- ✦ We would like to have the apps **“play nice”** together; so that we can send messages to other apps;
- ✦ The apps should **take those messages and convert them** to calendar events, reminders, projects, tasks, store them as files, photos and the like;
- ✦ The Airmail 3 app provides the above features, as do many others;
- ✦ **Note:** Apple has paid over \$50,000,000,000 (yes, \$50 Billion) to developers while taking a 30% cut of the sales from the app stores.

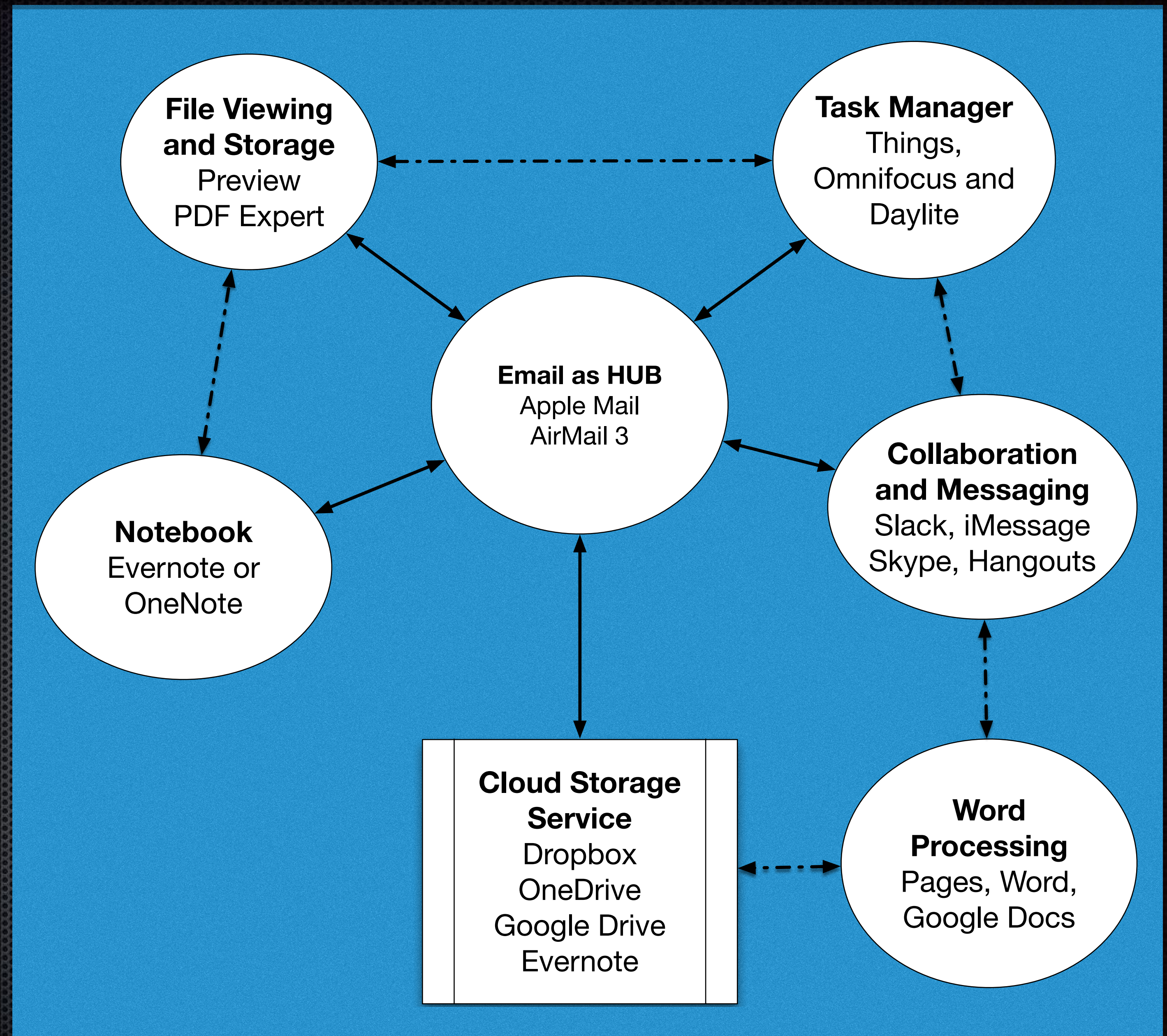




# E-Mail as Hub Concept

Email message can be shared with other types of apps as part of your workflow;

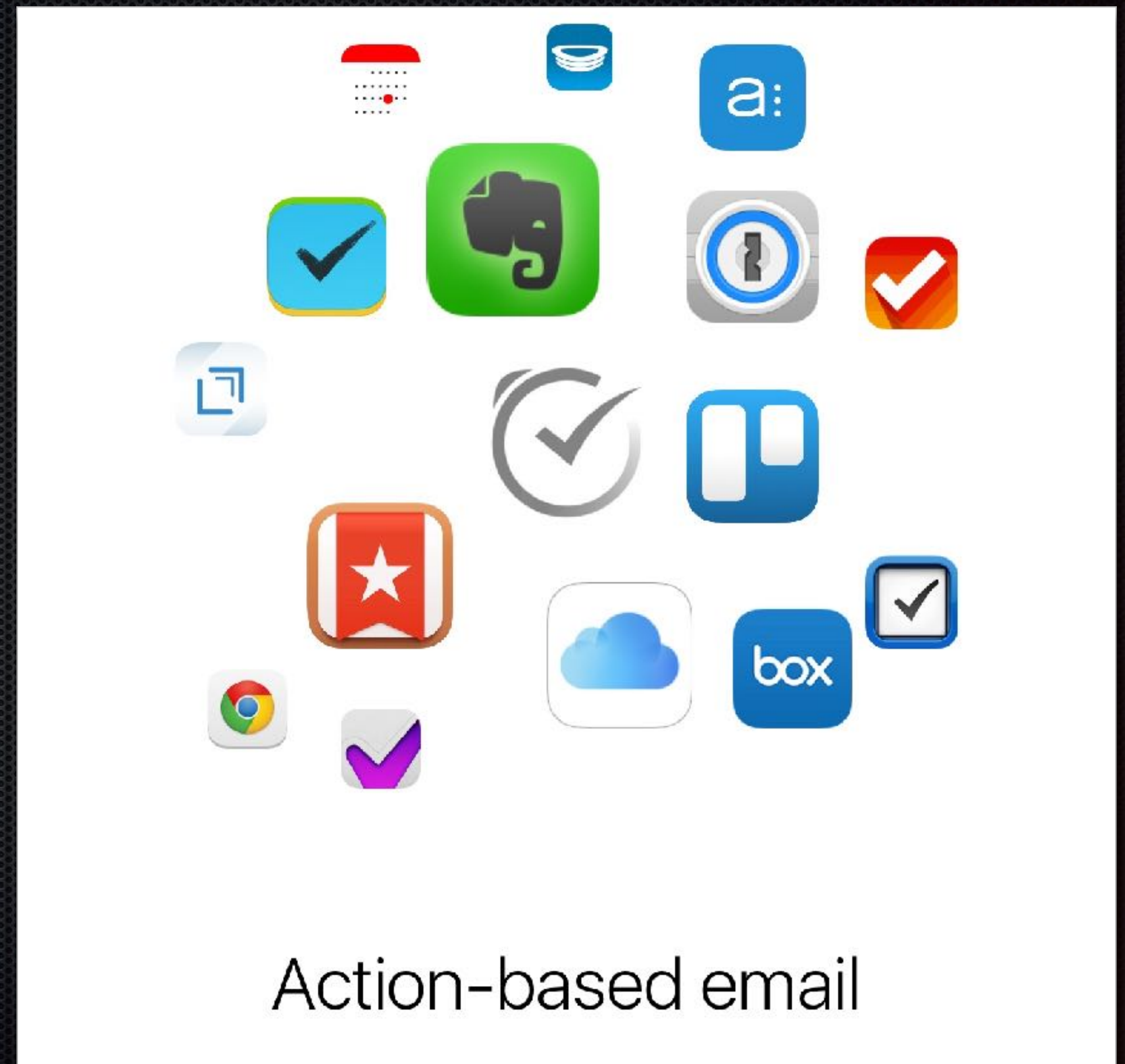
We want a flexible way to share information and act upon it via our apps.





# Productivity Apps we will discuss & demo today

- ✦ AirMail 3 – Apple Mail alternative;
- ✦ Evernote - Your cloud-based digital shoebox;
- ✦ Fantastical – Calendar alternative;
- ✦ Things, OmniFocus 2, & Daylite – Task & Project Management;
- ✦ Slack – Collaboration/Communication
- ✦ MS Word – Document editing and collaboration at its best;
- ✦ Google Docs – Document editing and collaboration.

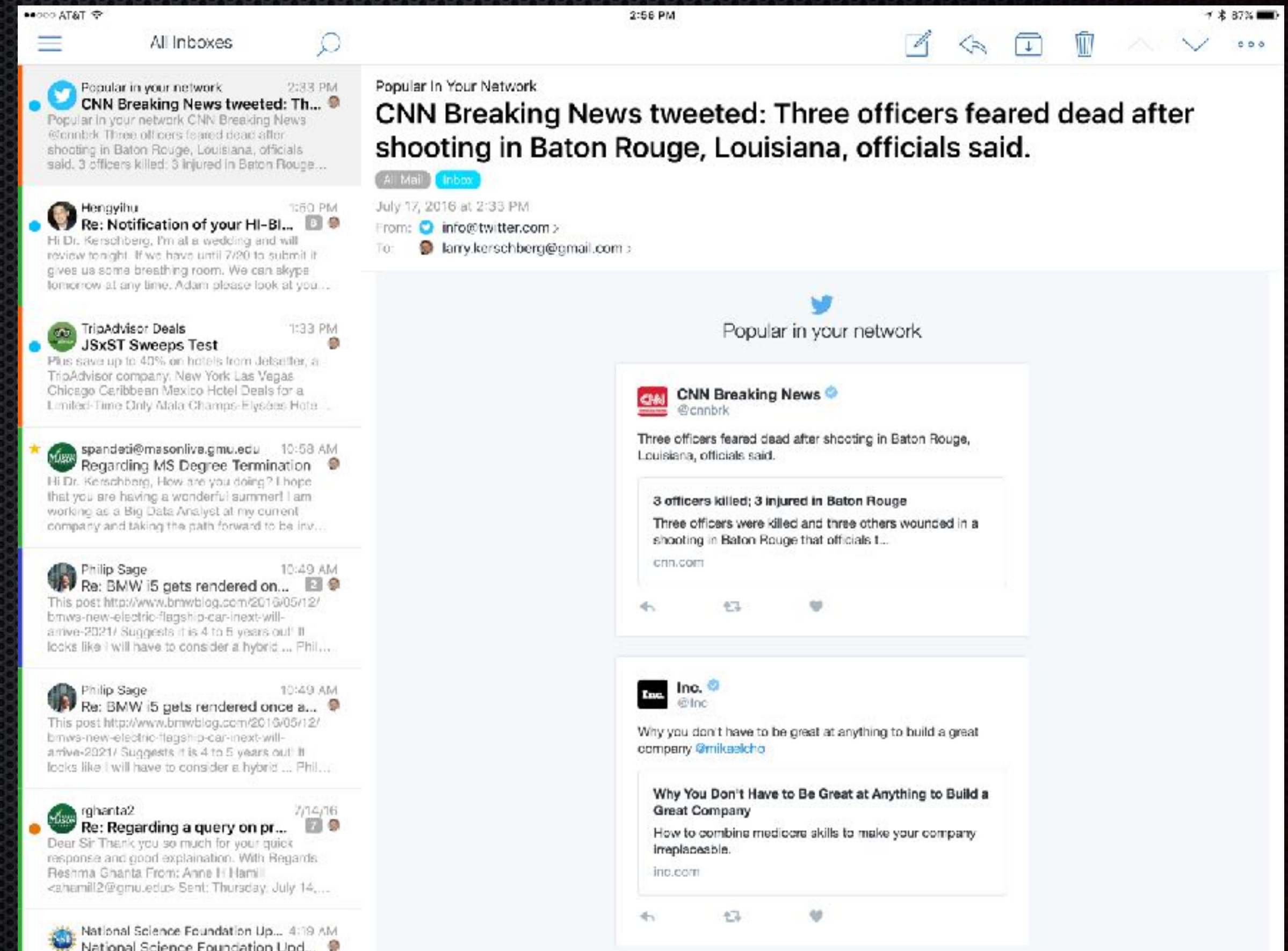


Action-based email



# AirMail 3

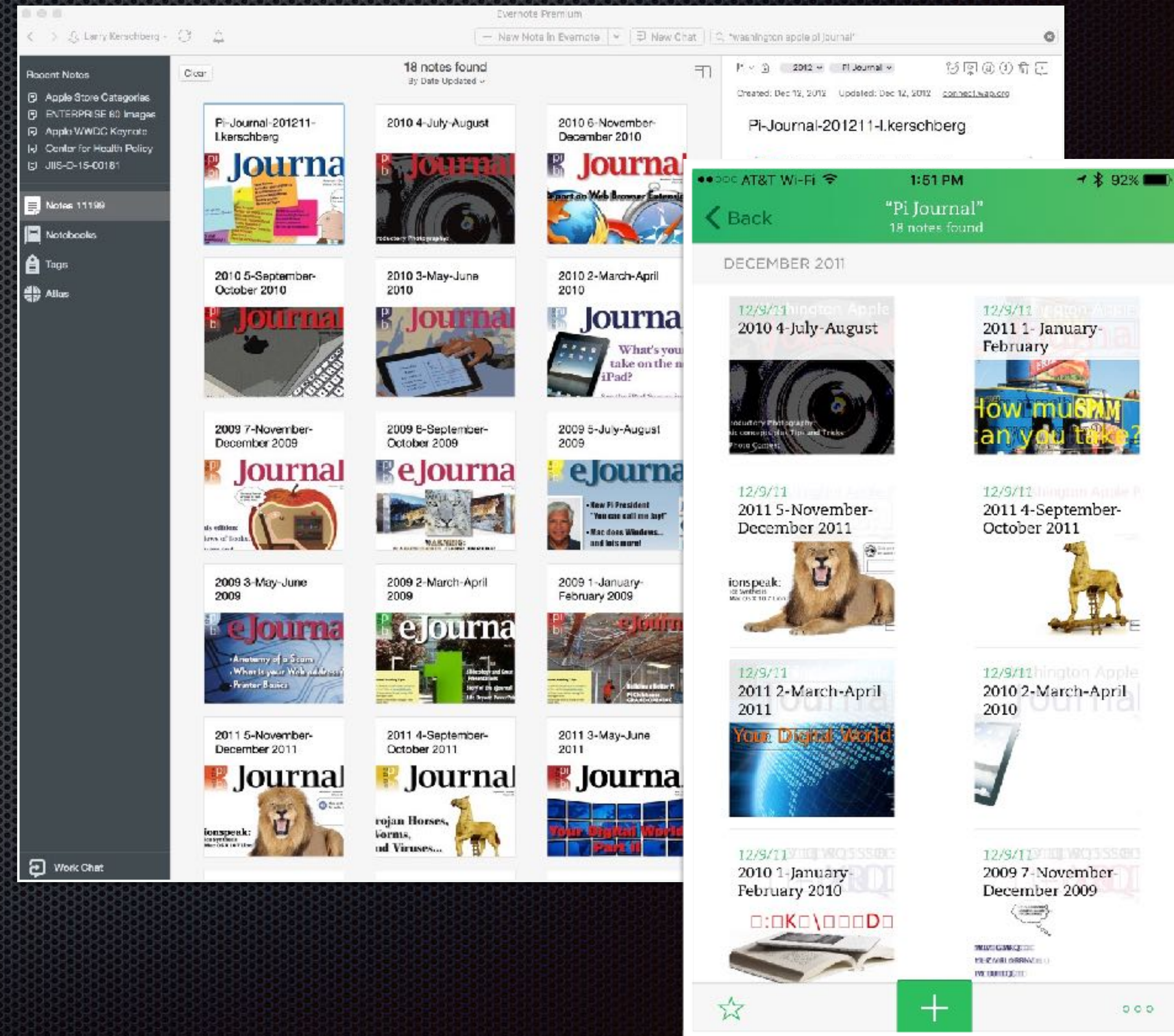
- ✦ Runs on macOS, iOS and watchOS;
- ✦ Syncs account information with iCloud;
- ✦ Plays nice (sends message) to Evernote, Fantastical, PDF Expert, Things, OmniFocus 2, etc.;
- ✦ Send attachments stored in Dropbox, Google Drive, OneDrive, etc.;
- ✦ Uses 'swipes' to dispatch emails quickly;
- ✦ Great companion to Apple Mail;
- ✦ Faster search than Apple Mail!





# Evernote

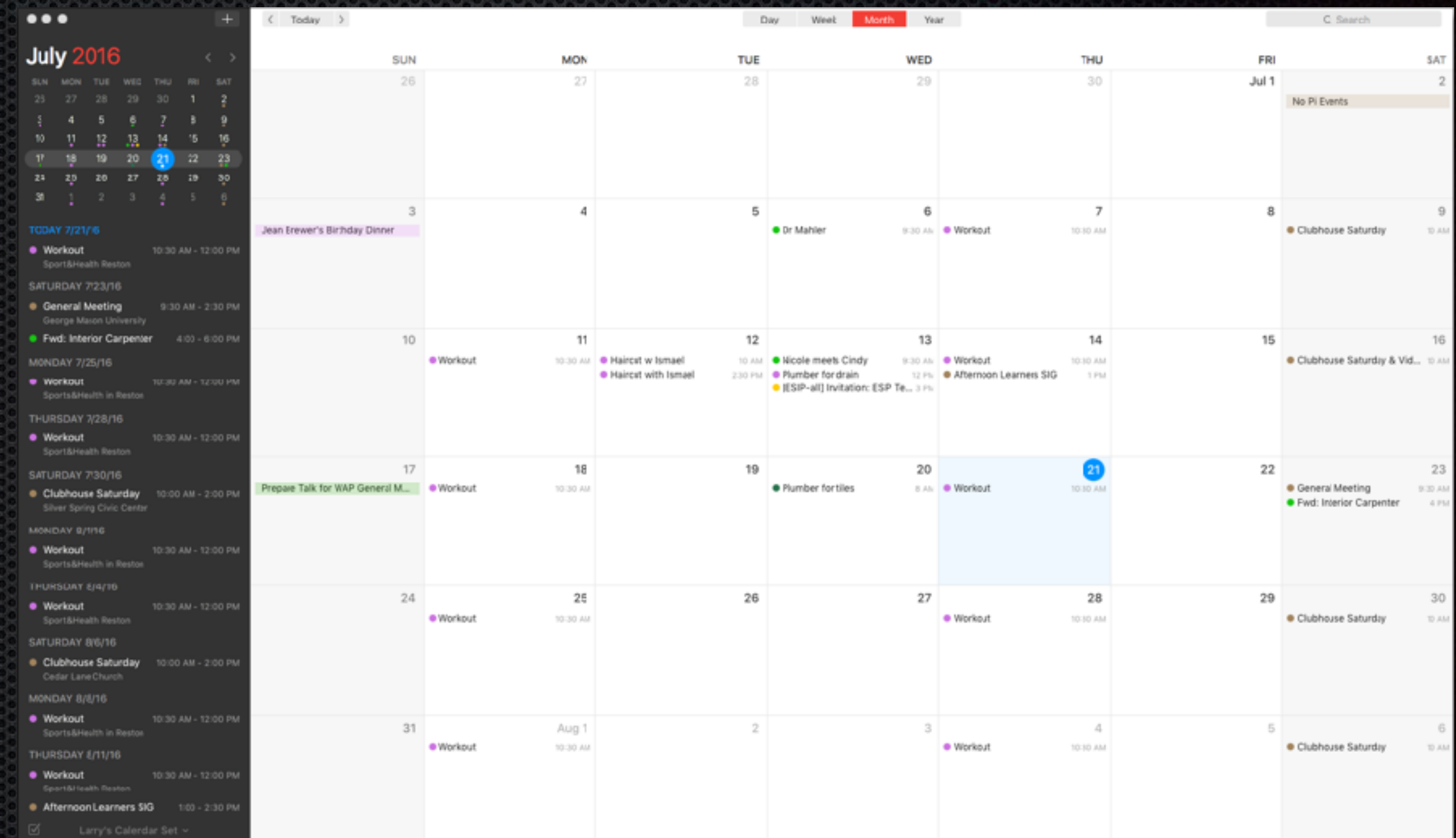
- ✦ Think of it as digital shoebox;
- ✦ Handy for taking notes, audio;
- ✦ Take photos of business cards and turn them into contacts;
- ✦ Capture web pages as 'readable' PDFs;
- ✦ Organize notes into Notebooks and Stacks;
- ✦ Use tags to index notes;
- ✦ Very comprehensive search function.





# Fantastical

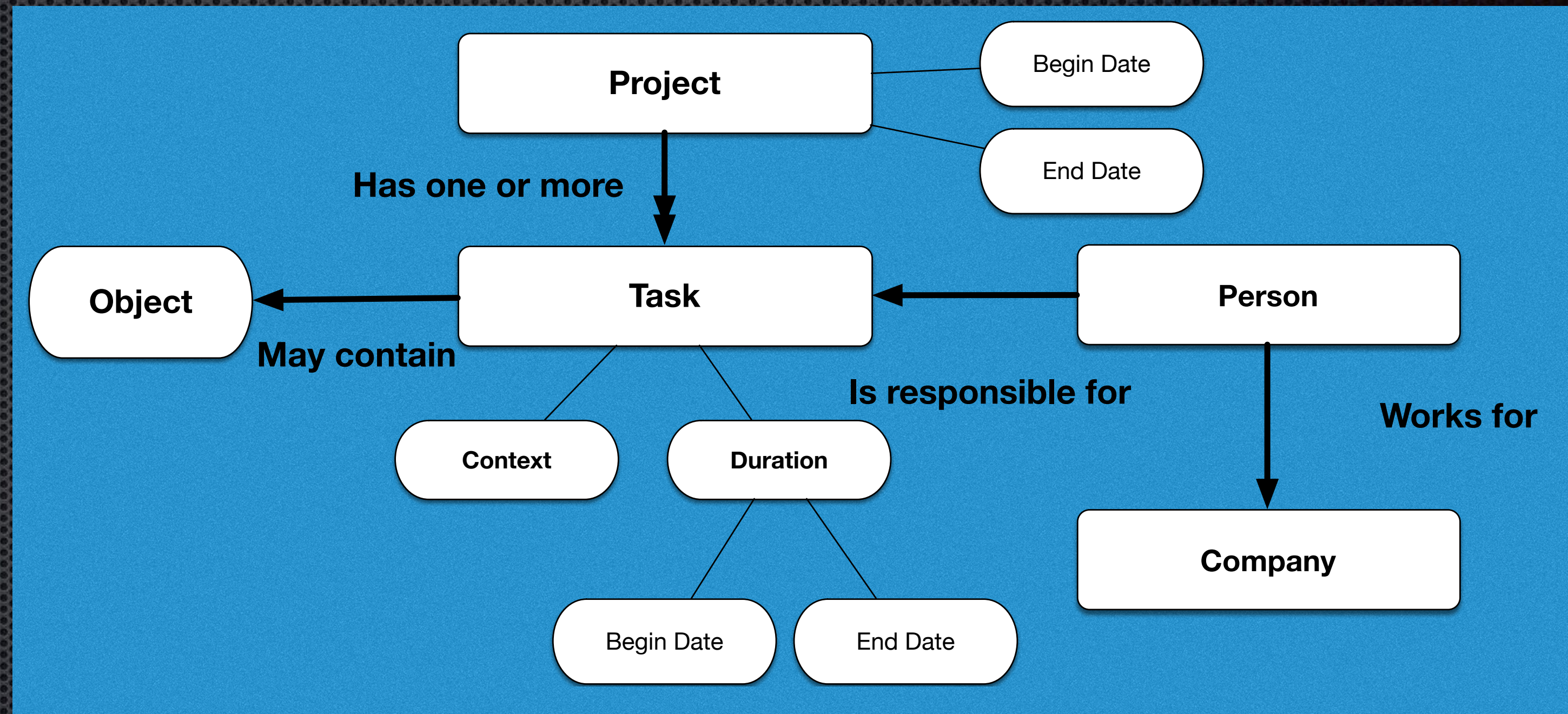
- ✦ Very flexible way to add calendar events and reminders;
- ✦ Natural language dictation for events;
- ✦ View calendar by day, week, month and year;
- ✦ View 'today' as left-most column;
- ✦ Intuitive way to view your calendar;
- ✦ Subscribe to other calendars via CalDav, for Google Calendar, etc.;
- ✦ A substitute for Apple calendar.





# Conceptual Model of Task Managers

- ✦ The basic goal is to define a task, its duration, the action to be performed, and check off the task when it has been completed;
- ✦ The model to the right has a **project** with a begin and end date:
  - ✦ A project has one or more tasks,
  - ✦ Tasks have a context and duration,
  - ✦ A person is responsible for a task,
  - ✦ A person works for company.





# Task to demo in each Task Management app

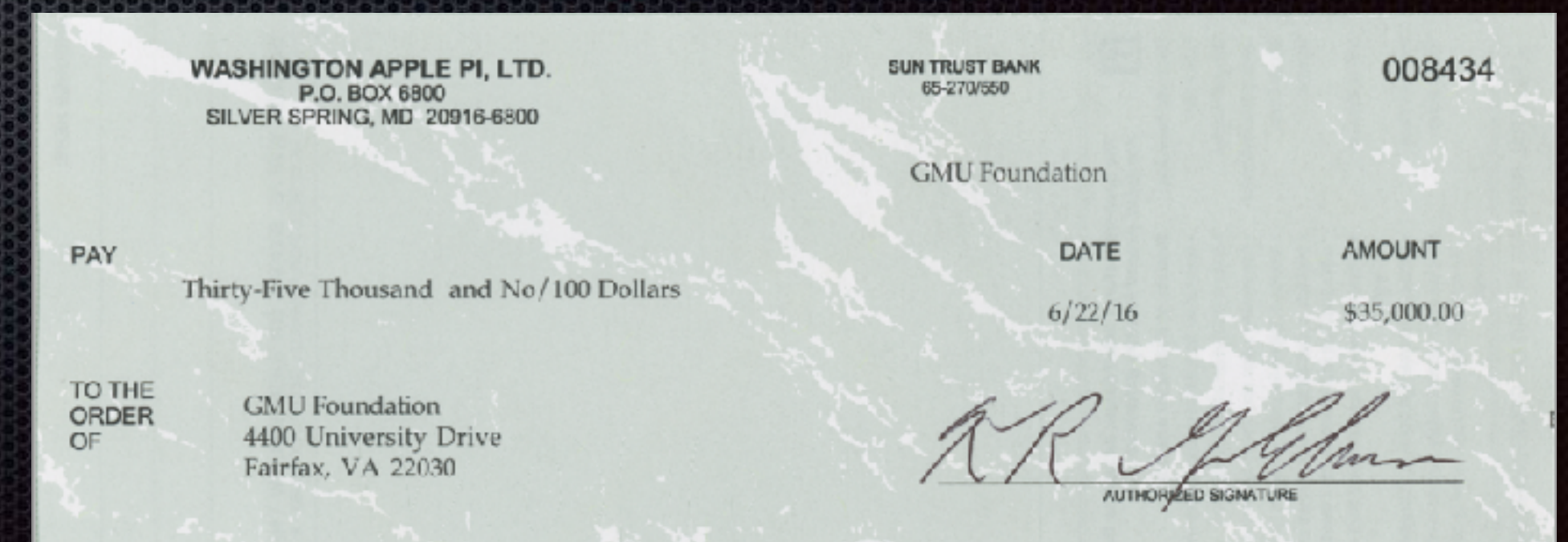
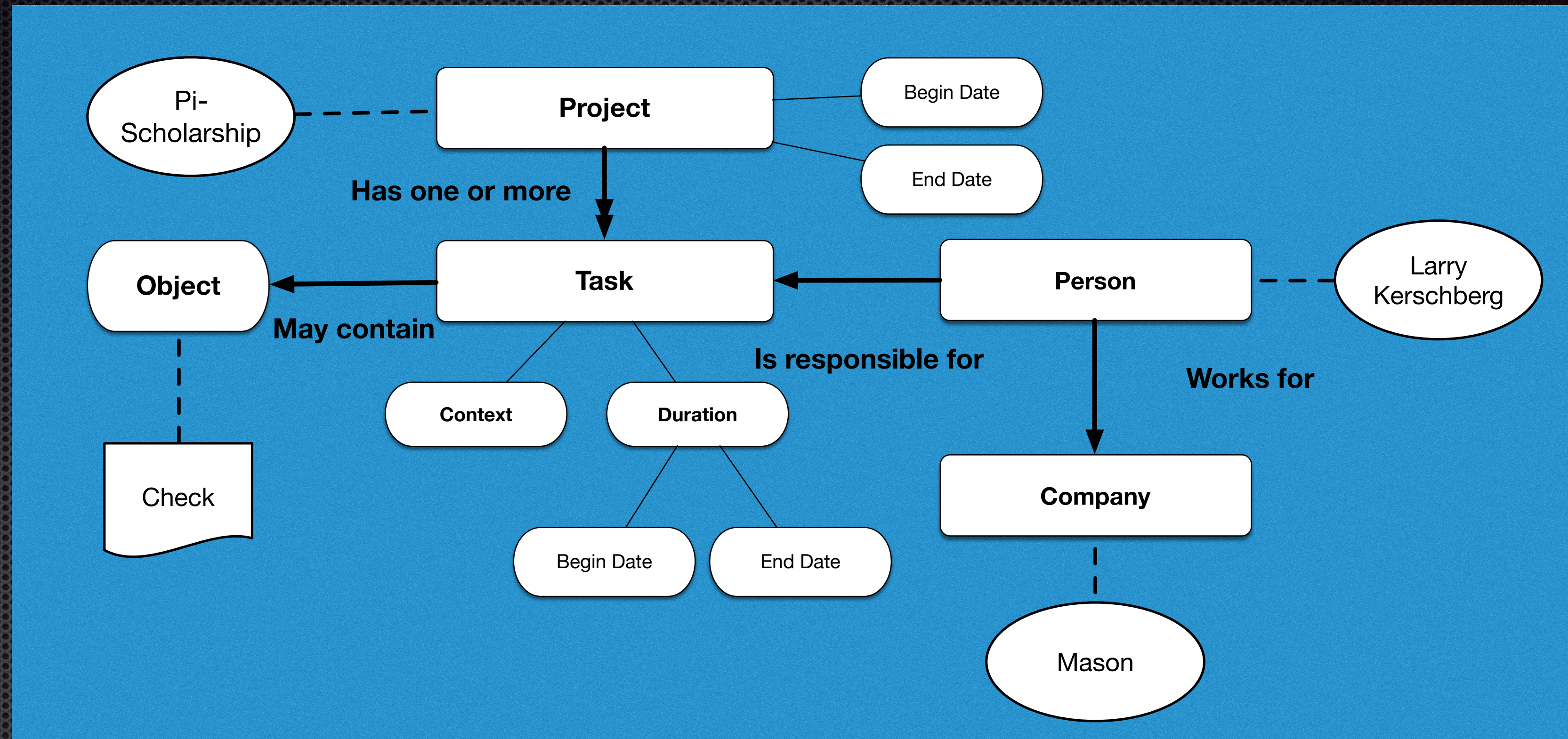
## ✦ **English Sentence:**

- ✦ Larry Kerschberg of Mason, must scan the scholarship check and attach it to the project named "PI-Scholarship"

## ✦ **Conceptual Model Sentence**

- ✦ **Person:** Larry Kerschberg
- ✦ **Company:** Mason
- ✦ **Task:** SCAN and ATTACH
- ✦ **Object:** Scholarship Check
- ✦ **Project:** "PI-Scholarship."

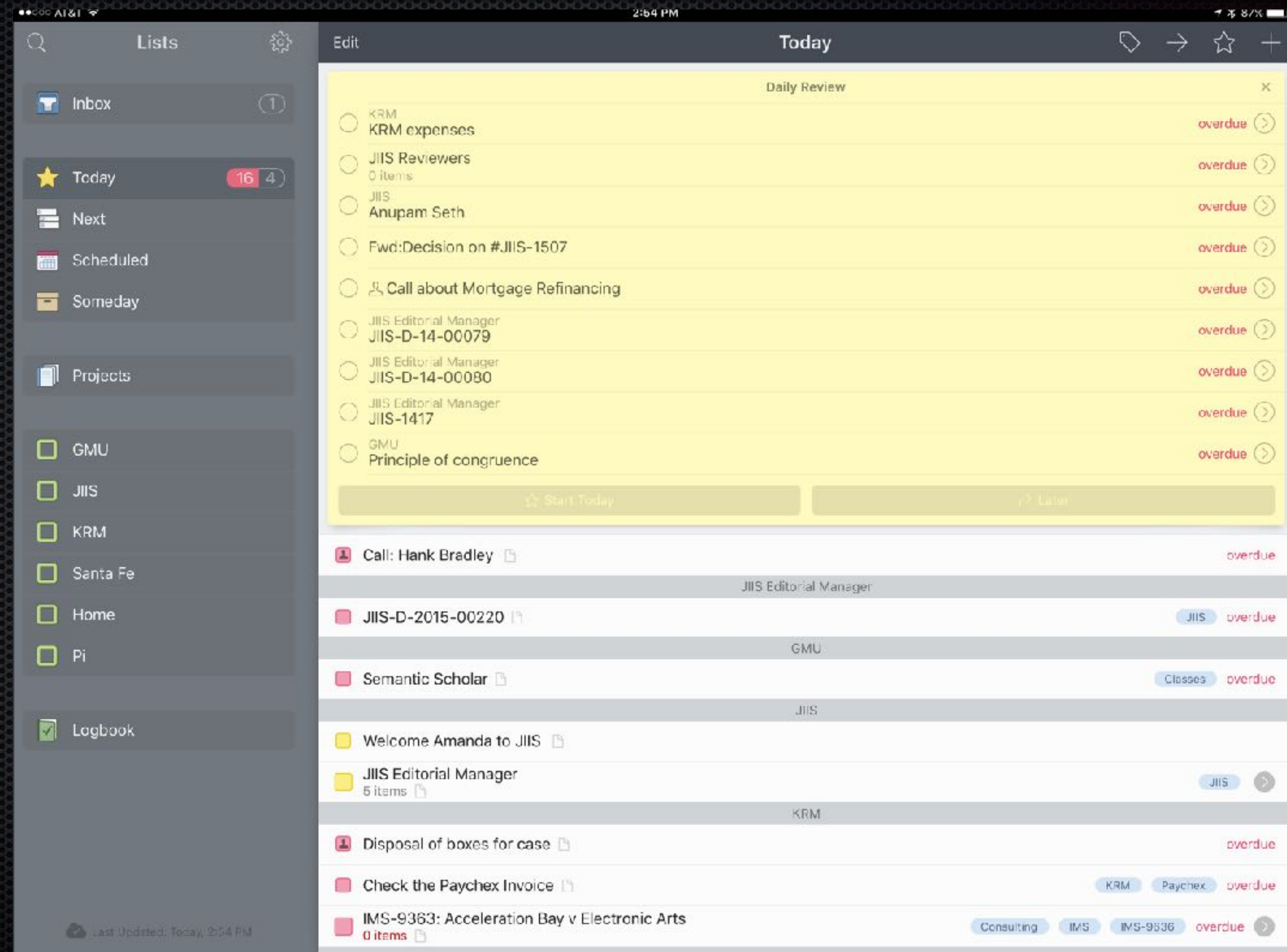
[Link to Check in Evernote](#)





# Things

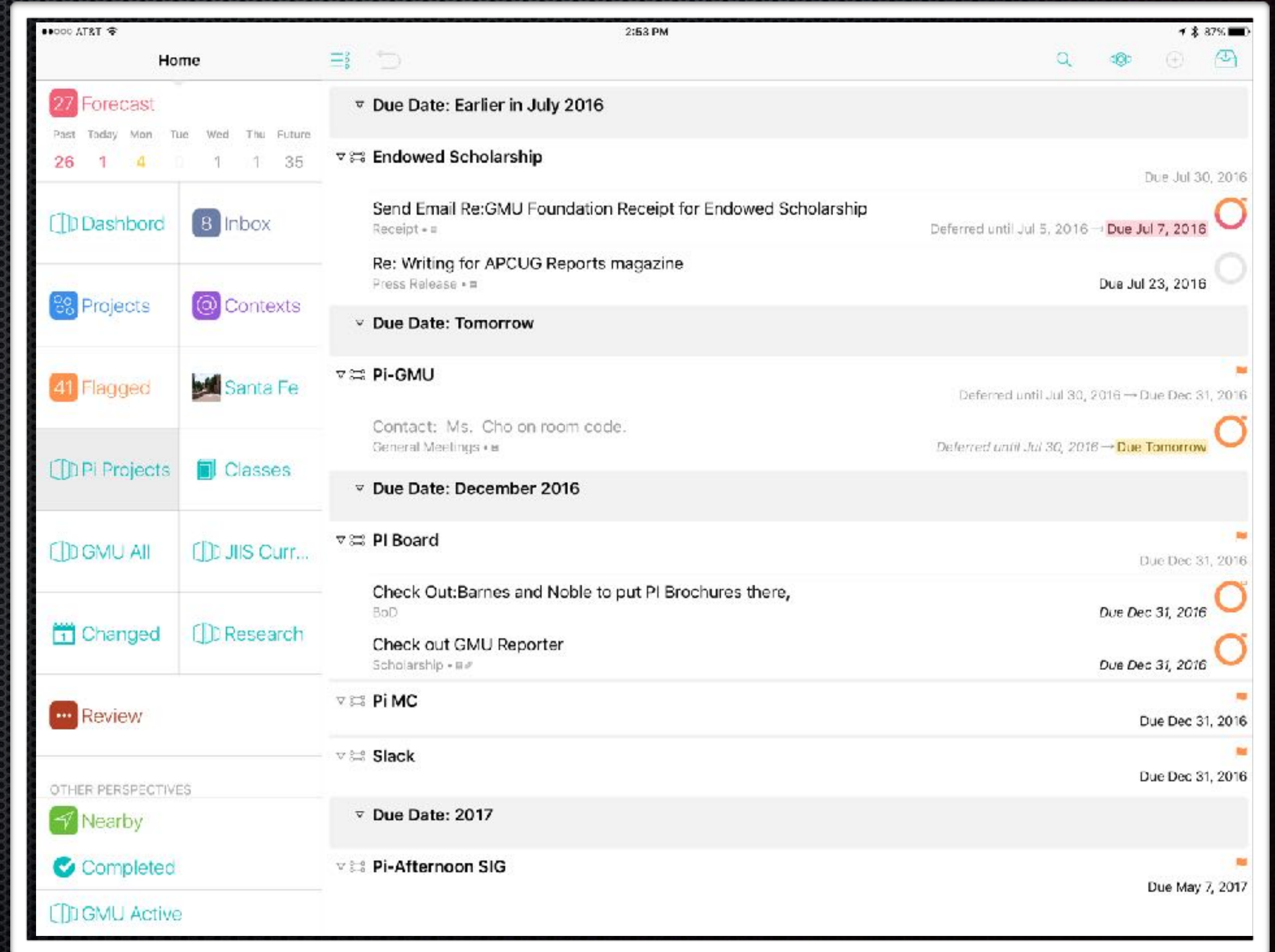
- ✦ German company Cultured Code <https://culturedcode.com/things/> ;
- ✦ Very clean interface;
- ✦ Syncs via their cloud with macOS and iOS;
- ✦ Projects consist of tasks;
- ✦ Good for defining tasks, associating a person from contacts, and a Area of Responsibility (context)
- ✦ Cannot associate a file to the task.
- ✦ Can receive tasks from AirMail.





# OmniFocus 2

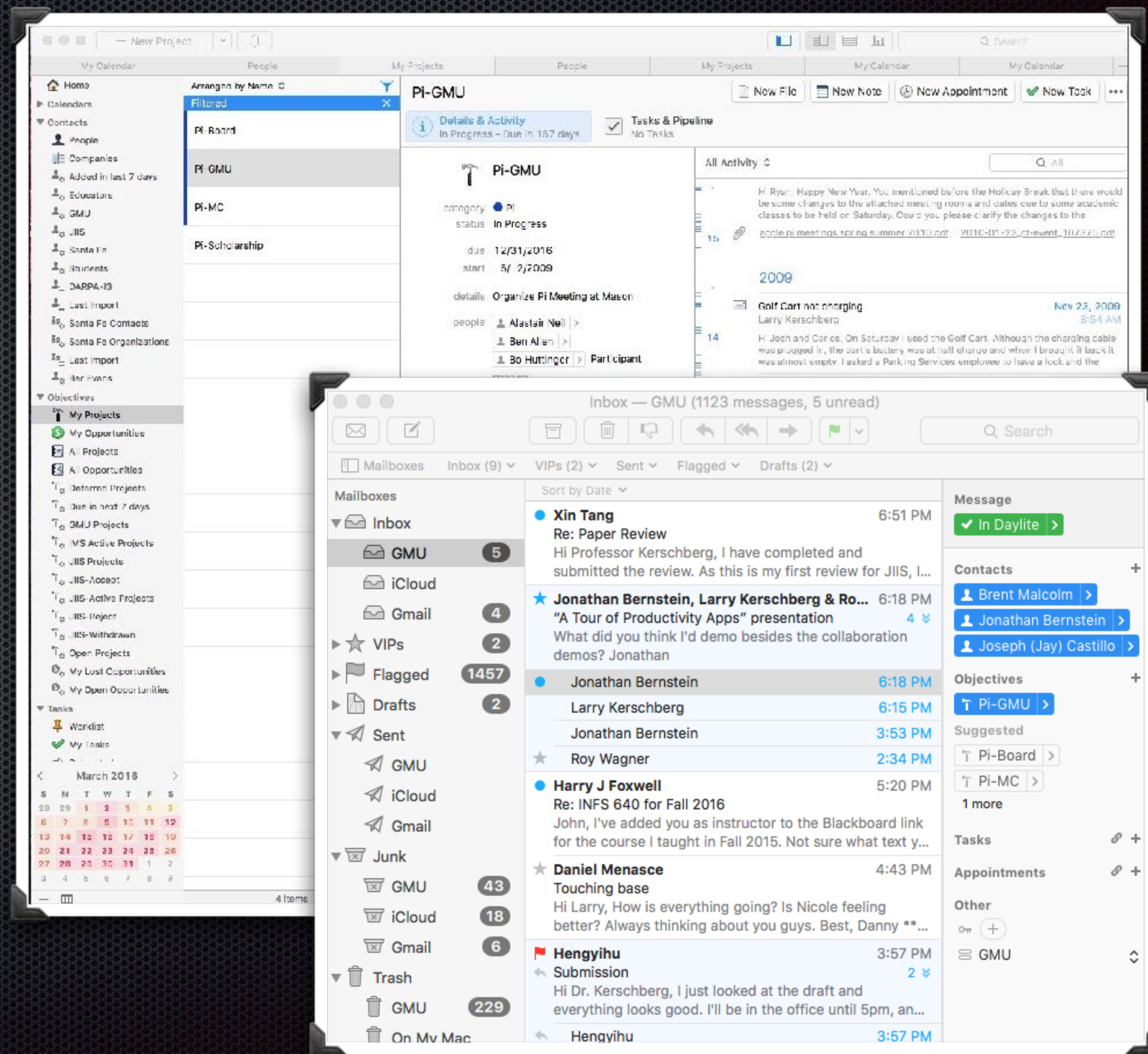
- ✦ Produced by OmniGroup  
<https://www.omnigroup.com/omnifocus/>
- ✦ Adheres to the Getting Things Done method;
- ✦ Can define views, called Perspectives to help manage projects and tasks;
- ✦ Can review projects periodically;
- ✦ Excellent search capability;
- ✦ Receives tasks from AirMail;
- ✦ Syncs with Omni Server.





# Daylite

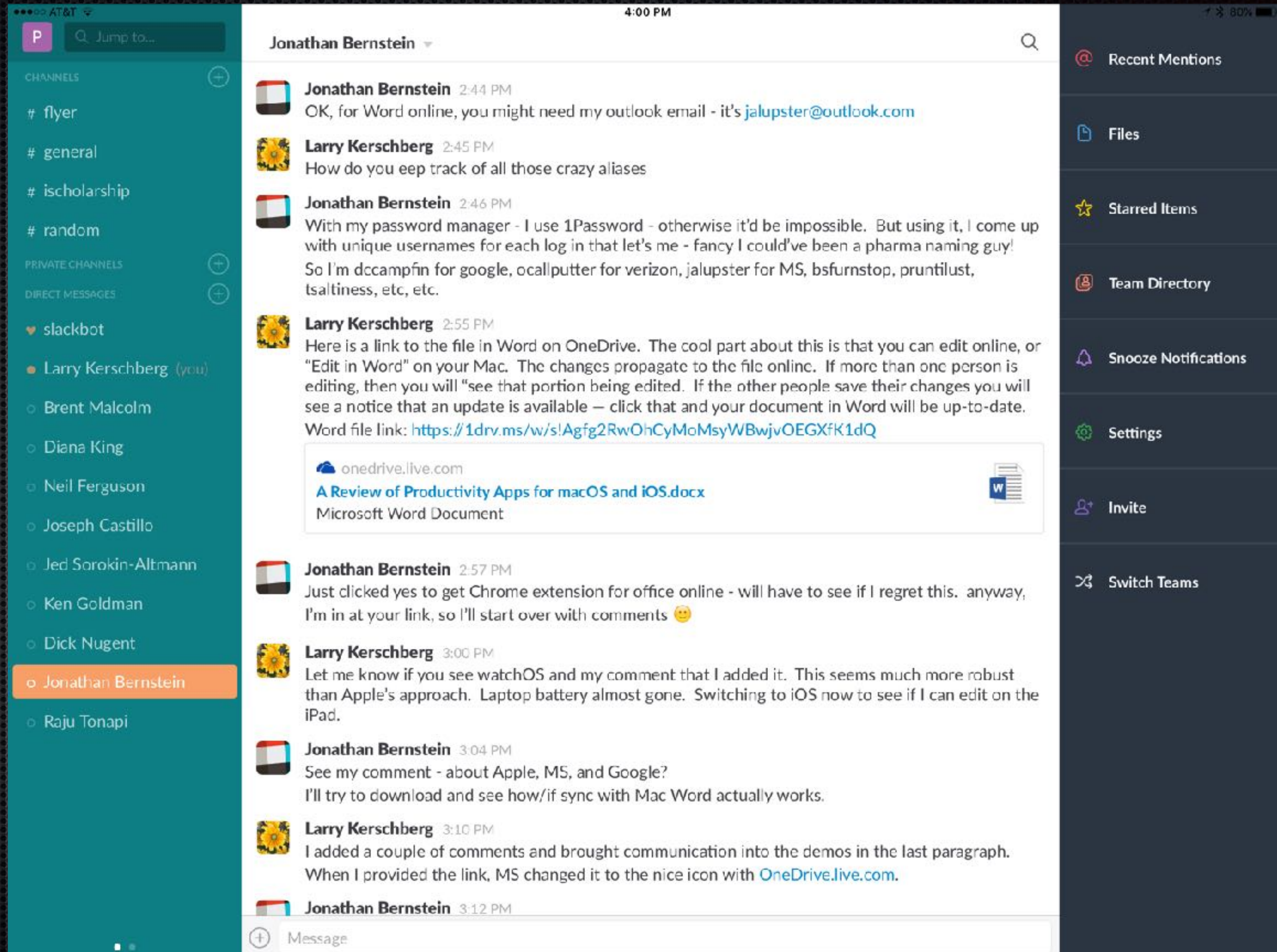
- ❖ Produced by MarketCircle, Toronto Canada;
- ❖ Syncs with Daylite Cloud;
- ❖ Uses a Mail.app Daylite plugin for macOS;
- ❖ Costs \$300 per year per user in a company;
- ❖ Multi-user system allows many people to collaborate on a project;
- ❖ Built on the Postgres database system;
- ❖ Is the **most integrated app** and can publish contacts and calendars using (CardDav and CalDav).





# Slack (<http://slack.com>)

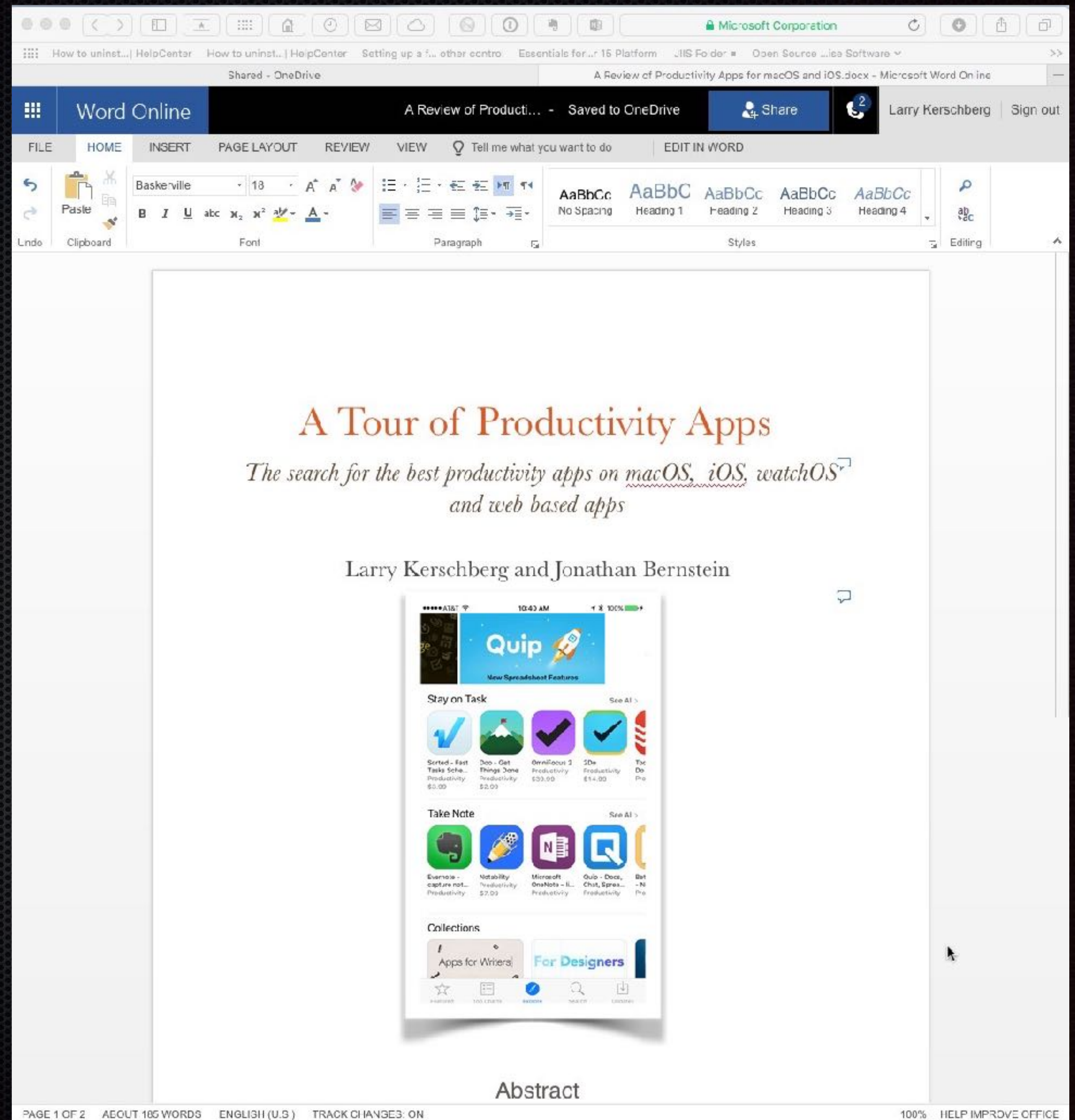
- ✦ A messaging app for teams;
- ✦ Share messages and share files rather than sending them by email;
- ✦ Channels – Make a channel for a project, a topic, a team.
  - ✦ Public channels – Everyone can see what is going on.
  - ✦ Private channels - sensitive information and invite people to participate in the channel.
- ✦ Direct Messages – to a colleague in a private and secure fashion;
- ✦ Share files by dropping from Google Drive, Dropbox or Box; pasting link to file as shown from OneDrive;
- ✦ Powerful search of the entire Slack app.
- ✦ Syncs across macOS, iOS, Android, Windows, etc.





# MS Word and OneDrive

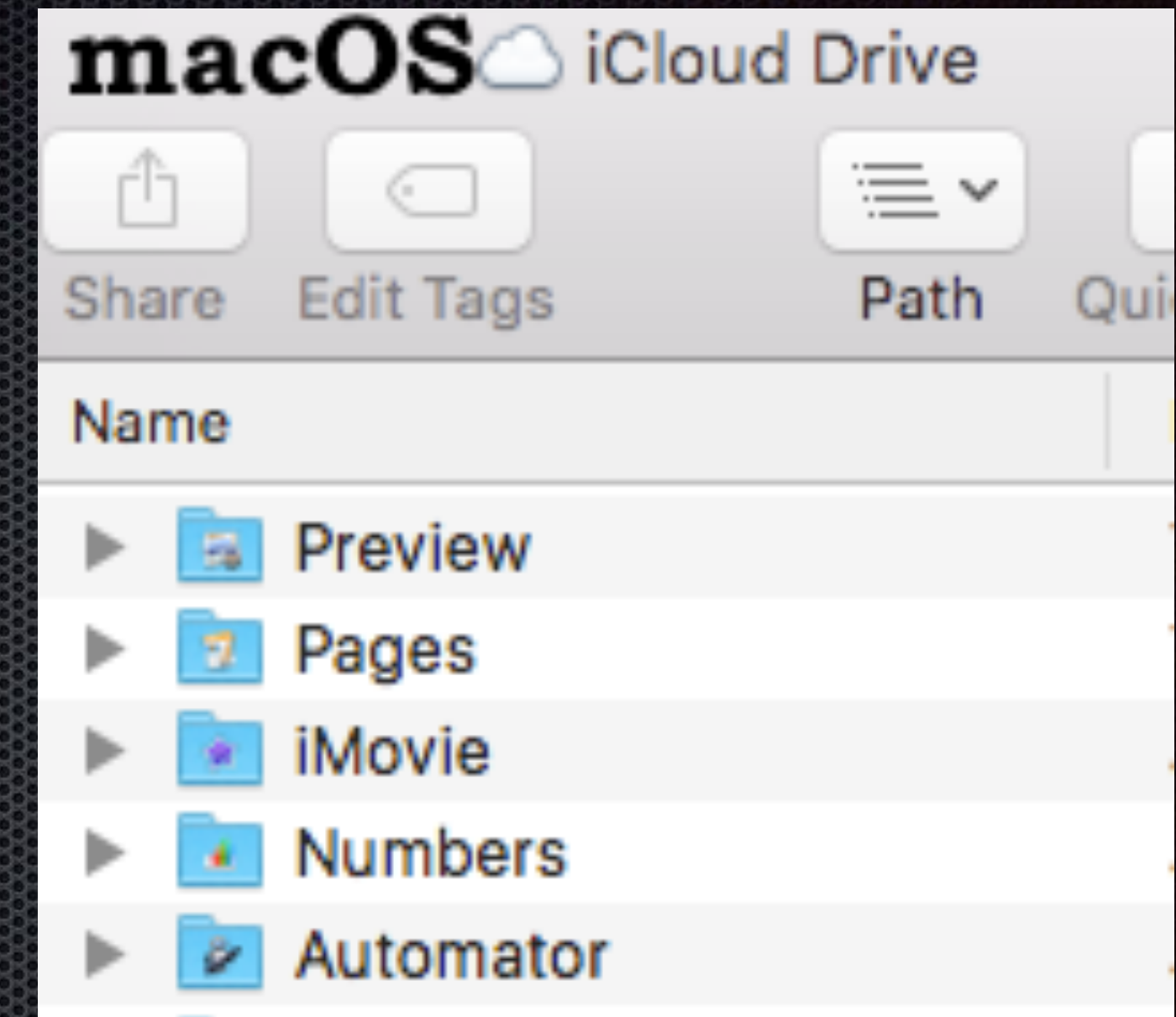
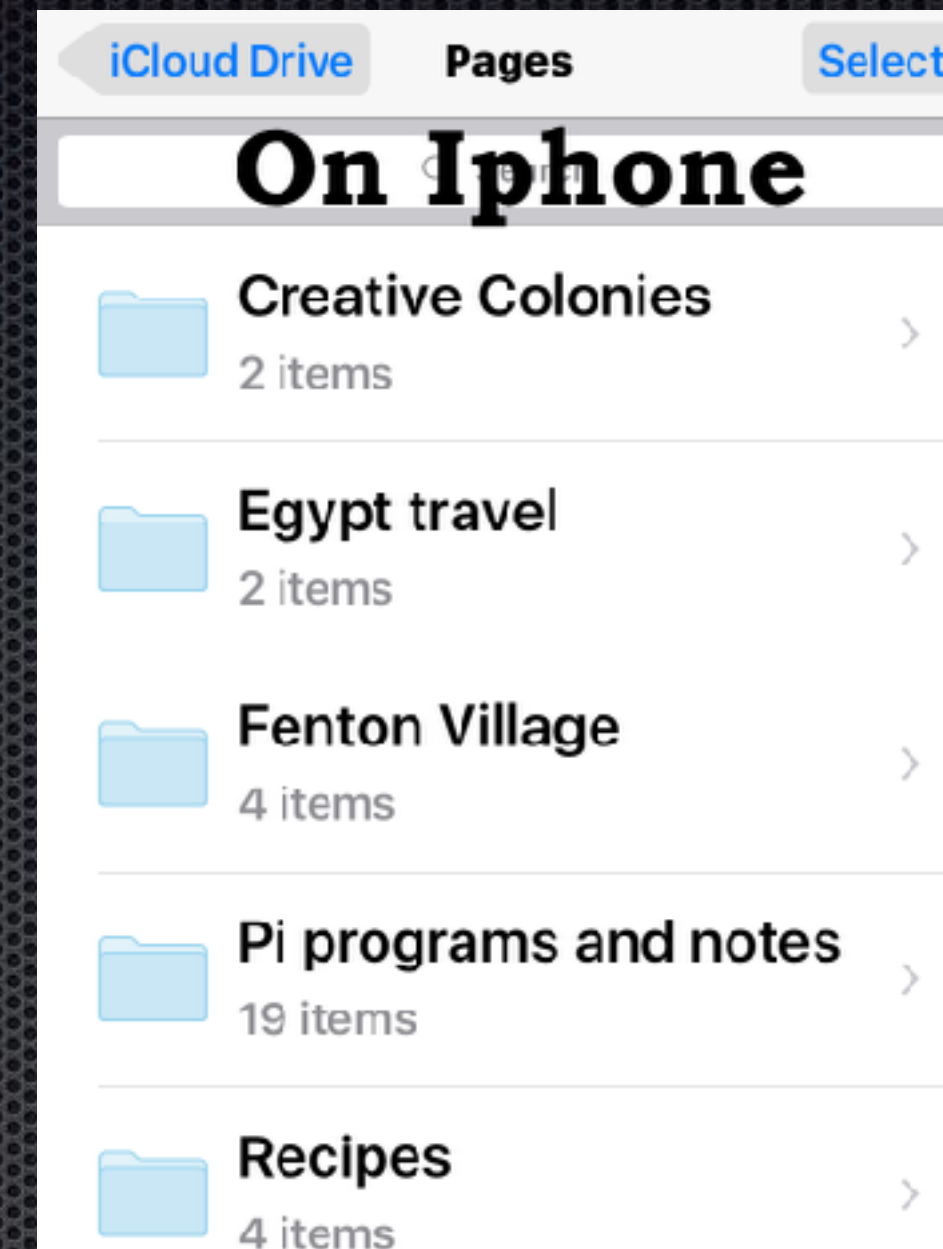
- ✦ Runs on Web, macOS and iOS;
- ✦ Office 365 subscription costs \$99 a year and includes MS Word, PowerPoint, Excel and OneNote for macOS;
- ✦ May install on 5 Macs including 'gifts' to friends. Apps on iOS are free.
- ✦ 1 Terabyte of OneDrive storage for each individual in the subscription;
- ✦ MS Word allows sharing of a document via OneDrive and **editing simultaneously and in real-time** on Web, macOS and iOS;
- ✦ **Seamless integration** across all platforms.





# Pages & iCloud

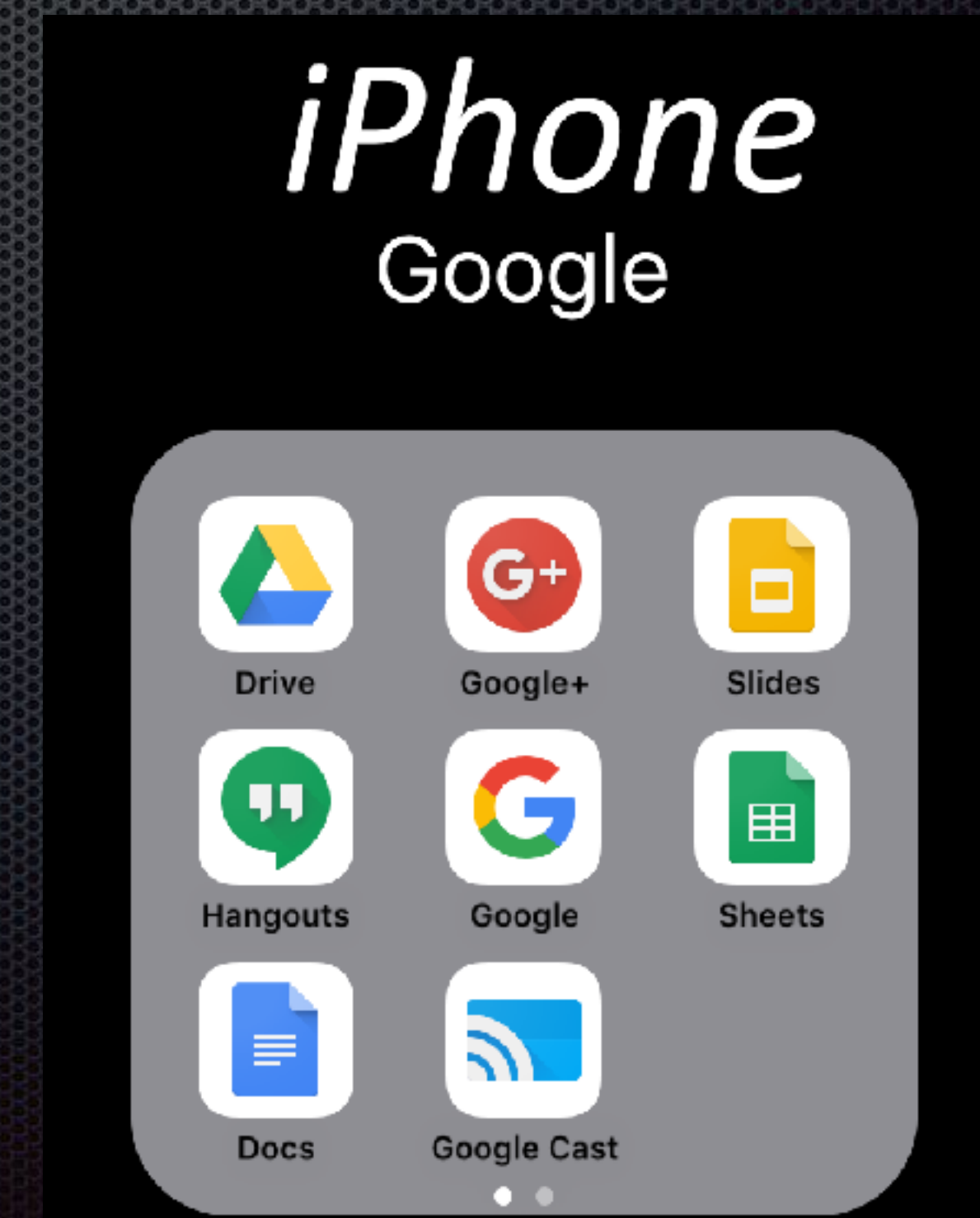
- Apple's Pages app, part of Apple's free productivity suite, runs in macOS, iOS, and online at [icloud.com](https://www.icloud.com).
- Apple joins Dropbox, Box, Google Drive, OneNote and others - with iCloud Drive, a native macOS Finder folder plus IOS app allowing file access across all Apple devices.
- iCloud is free up to 5 GB, but the \$12/year bump to 50 GB is well worth it to save all but videos in iCloud Drive and share among devices.
- iCloud Apps allows live collaboration via sharing a link, much like other such services. Collaboration improved, but not as robust as GoogleDocs or OneNote.





# Google Docs/Drive

- ✦ Google started web based productivity apps with Google Docs stored in online Google Drive.
- ✦ GDocs pioneered online collaboration, allowing widely disbursed work groups to actively collaborate.
- ✦ Google Drive is a macOS Finder folder, like Dropbox, Box, iCloud Drive, OneNote and others..
- ✦ GDrive is free up to 15 GB, and \$24/yr. buys 100GB. But note that files created in Google's docs, sheets, or slides, don't count toward storage aliquot.
- ✦ While Google has no desktop application, it has entered the IOS and android world with google modules, including docs, sheets, slides, and hangouts.
- ✦ So live online web collaboration on a GDoc is old hat, and we'll see how things work using iPad app instead.





# Demos of selected apps

- ✦ Airmail 3 – Side-by-Side comparison with Apple Mail; Send message to other Apps.
- ✦ Evernote - "Scan a business card"; "Send a file", "send email message to Evernote"; Send note from Evernote to other apps"; "search for messages by tags, by text, by map"; Brighton Beach example by map search.
- ✦ Fantastical – Show ease of adding an event; try natural language dictation of an event; show the day, week, month and year views.
- ✦ Things and Omnifocus – Show user interface and how it maps to our conceptual model; Set up a project for the PI Scholarship, scan the check and attach it to the email message task.
- ✦ Daylite – Show the Daylite "plugin" for Apple Mail; Explore Daylite project for PI Scholarship; add check to the project. Show how projects, contacts, calendar, appointments, tasks are all integrated.
- ✦ MS Word – Show collaboration
- ✦ Pages in iCloud - Show collaboration
- ✦ Gdocs - Show collaboration



# Conclusions

- ✦ Productivity apps are designed to make us more 'productive';
- ✦ Developers are constantly trying to improve their software products;
- ✦ The important thing is for you to choose apps that 'match and support' the way you work, ***your workflow!***
- ✦ App communication allows each app to perform its functions well, so that we can combine them to create productive workflows;
- ✦ Get thee to the app stores to try out some apps to enhance your productivity and creativity.