

# Productive Leaders

Mary Kelly, PhD, CSP, CDR, US Navy (ret)  
Keynote Speaker | Business Consultant | Author



## A Few Business Apps That Save Time and Decrease Stress



We are busy! We have contacts to manage, meetings to attend, projects to finish, and expenses to track. Leaders and managers often struggle to keep up with all of the requirements on their time.

Some of these apps might help:

### 1. Asana – manage projects



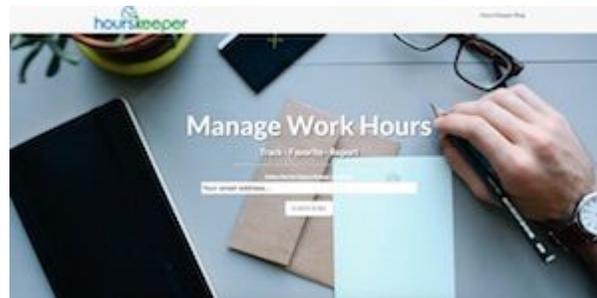
Asana has been around for a while and it remains a workhorse for project management. [Asana](#) is an app that helps you become more productive. With a great way to organize tasks, projects, conversations, and dashboards, Asana also lets you manage and track the progress of employees, projects, and more. Asana also facilitates easy to communication with colleagues and teammates - you can brainstorm and directly discuss a particular project. As a bonus, many of Asana's features are free.

### 2. Headspace – a meditation game



Some of my friends don't know that I taught yoga for years, and yet I still have a tough time getting all of the To-Do tasks out of my head for that meditation time. [Headspace](#) is a great tool. Headspace is one of the more effective meditation methods, for both beginners and experts. The creator of Headspace is an ordained Buddhist Monk and mindfulness expert, and he made Headspace gamified, so as you meditate you move through different levels and feel a sense of accomplishment. Plus, the guided meditations are easy and enjoyable.

### 3. Hours Keeper – track work and projects



Do you sometimes wonder where your time goes, or how much time you and your team spend on a client's project? [Hours Keeper](#) simplifies the process by arranging the time you spend on multiple clients, allowing you to sort your hours by pay period, and create invoices in seconds with its free PDF template. You can enter your time manually or use the clock-in/clock-out function that acts as a running timer, which helps you stay focused and make the most of your time.

### 4. Wave



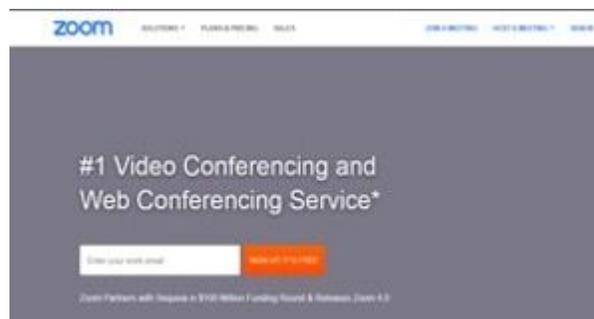
[Wave](#) helps you create and send professional invoices, estimates, and receipts quickly. It can keep businesses organized by tracking income and expenses fairly easily, with receipt-scanning tools and connections to financial institutions. It includes a suite of online small-business software products, including direct bank-data imports, invoicing and expense tracking, customizable charts of accounts and journal transactions.

### 5. Minute



We've all been to meetings that get side-tracked and waste time. Effective leaders know they have to run effective meetings. [Minute](#) is a cool way to sync calendars and create agendas for meetings. You can share the agenda easily with multiple people on any device or computer. You can take notes and capture action items from the meetings directly in the app, then send the minutes to everyone within the app. There's a real-time collaboration functionality, too.

## 6. Zoom



I use [Zoom](#) for conference calls, hosting webinars, for teleseminars, and for delivering virtual presentation. Zoom has great HD-quality video. There is also a breakout room functionality, which is great for team use. When you screen share for presentations or use the whiteboard, they can also see a thumbnail of you and you can see your participants. There is a chat window, and the paid version has a recording function.

Tech tools should make our lives easier. We can accomplish more, increase productivity, and connect more deeply with our team. Twenty-first-century leaders use technology not to be distracted, but to be more effective. The expert on all things app related is Beth Ziesenis, aka [YourNerdyBestFriend.com](#), and I highly recommend her newsletter to stay up to date on apps that make life easier.

Please share the apps you love [here](#).

\*\*\*\*\* Please share this article! \*\*\*\*\*



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## WANTED! Your leadership challenges

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I've been pondering on how to help my newsletter readers (YOU!) in very meaningful ways. I'd love to provide solutions for your leadership challenges.

So I want to ask YOU!

**Are you having any leadership challenges?**

**Do you have any burning questions?**

**Are you looking for advice on a specific work situation?**

**Please just hit reply and let me know.** Yes, it's that easy. And it goes directly to me. Yes, it stays confidential.

I will review every reply, select a question, and share my views on that through the my newsletter and [blog](#). Again, totally anonymous!

If you send in the selected question, I'll send you one of my autographed books as a token of my thanks!



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## Get Mary's Kindle Books at 99 cents!

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Looking for the books to read this summer? Would like to get some leadership tips and tools that actually work?

We are making these very popular leadership books available at 99 cents each. Yes, **99 cents!**

### [Why Leaders Fail and the 7 Prescriptions for Success](#)

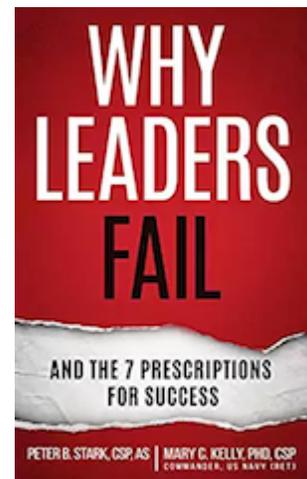
Why do so many leaders fail, and what do the best do differently? Whether you're in your first year of management or your 20th, *Why Leaders Fail* is a must read for aspiring leaders who know they need to be constantly learning, improving, and developing their leadership skills.

Leadership is at times misunderstood. *Why Leaders Fail* explains the key traits needed to lead at a higher level and unleash the power of your people.

- Garry Ridge, CEO, WD-40 Company & co-author of *Helping People Win at Work*

This book is timely and timeless! Absolutely true and relevant! Thank you, Peter and Mary for exposing the blind spots of today's leader and giving a practical blueprint to be great! It helped and inspired me as I am sure it will do for many others.

- David Horsager, researcher, strategist and bestselling author of *The Trust Edge*



[Get Why Leaders Fail and the 7 Prescriptions for Success for 99 cents here](#)

### [Master Your World - 10 Dog-Inspired Leadership Lessons to Improve Productivity, Profits and Communication](#)

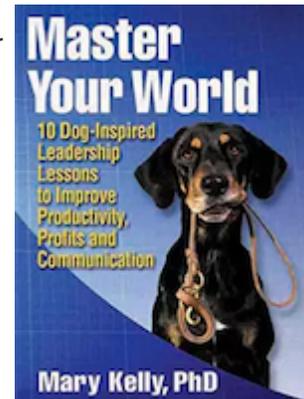
Leadership determines whether companies rise or fall. Do you want to solve your leadership challenges? Do you want your organization to operate smoother, work together, and enjoy achieving shared goals?

"Mary Kelly is a master of motivation. Mary has a wonderful sense of humor and makes a compelling case for leading productive teams in a way that really works."

- David Dye, author of *The Seven Things Your Team Needs to Hear You Say*

"After hearing Mary Kelly speak, I ran out and bought her books right away. She's smart, funny and practical -- and her books are the same. I love how she mixes her passion for animals with lessons on leadership. It makes the concepts more relatable and gives you instant ideas on how to change your leadership style for the better. Highly recommended!"  
- Beth Ziesenis, author of *Nerd Know-How*

[Get the Master Your World book for 99 cents here](#)



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**We are so lucky that we are being booked for conferences and events for 2018! Let's make sure you get the date you want! Call 719-357-7360 or email me at [Mary@ProductiveLeaders.com](mailto:Mary@ProductiveLeaders.com)!**

We don't assume, so here is a brief list of what we do:

1. **Motivational leadership keynote and breakout speaking for conferences, conventions, banquets, and events**
2. **Economic updates and leadership programs, particularly for the real estate, insurance, medical, and financial sectors**
3. **Executive coaching to improve strategy, business processes, and profits**
4. **Strategic business planning retreats**

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Do you know anyone planning a conference who needs a motivational economist leadership speaker, or a business that needs a push forward? Please [contact me](#). I sincerely appreciate your referrals!

*Mary C. Kelly*



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