

10 Miracles

The Top 10 Must-Have Tools for Productivity Junkies

by Jeff Sanders

Calling All Productivity Junkies!

My guess would be that you are a productivity junkie -- or at least you're on a path to becoming one. I often refer to myself as a productivity junkie because I am constantly in search of new strategies, tools, tips, and tricks.

To get to a productive state and stay there, we must keep our focus centered on what matters most while simultaneously utilizing the best tools at our disposal to slay the evil villain of distractions. All 10 of the recommendations in this cheat sheet are tools that I use myself, and they help me get more done every single day. To become a high-achieving, highly-effective, and productive person, you will need access to great resources.

If you could only use the absolute best productivity tools, these would be my top 10 recommendations.

By the way, I only recommend products and services I personally use and LOVE! I believe you will love the 10 tools I have highlighted in this document just as much as I do. Some of the links to these tools are affiliate links, which means I will earn a small commission if you choose to purchase them. You don't have to use my links, but I do believe these tools are highly effective and I hope they make you incredibly productive!

Now, let's get to it!

[#10miracles](#) <--- Click to tweet and share these tools with your friends!



EVERNOTE

1. Evernote

Remember Everything

1. Evernote

If I had only one tool at my disposal, [Evernote](#) would top the list as my most-trusted, absolute-favorite, all-encompassing, productivity master solution. Evernote's tagline is "Remember Everything" and that is what this tool can do for you.

With Evernote you can store anything digital: notes, audio reminders, research, web clippings, emails, pictures, files, and more. Think of Evernote as your digital brain. You can easily store and recall just about anything. I highly recommend you buy the premium version (which is amazingly cheap), but the free version is perfect to get started.

Michael Hyatt has written many great articles about Evernote:

[A Handy Index to All of Michael Hyatt's Evernote Posts](#) [blog post]

I have also written about Evernote on my blog and spoken about it on my Podcast, [The 5 AM Miracle:](#)

[The Beginner's Guide to Mastering the Basics of Evernote](#) [podcast episode #56]

[7-Must Have Notebooks in Evernote](#) [blog post]

[The Unparalleled Triple Threat of Getting Things Done](#) [podcast episode #14]

Nozbe®

The logo for Nozbe features the word "Nozbe" in a bold, black, sans-serif font. The letter "o" is replaced by a circular icon containing a green checkmark, symbolizing task completion or a clock face. A registered trademark symbol (®) is positioned to the upper right of the "e".

2. Nozbe

GTD-Based Task Management

2. Nozbe

I have tried many task managers, including paper planners, post-it notes, Wunderlist, Apple's Reminders app, and Google calendar. It wasn't until I discovered [Nozbe](#) that I found an ideal solution for managing not only my day-to-day tasks and events, but projects too.

Nozbe is a GTD-based task manager, which means it's based off David Allen's famous Getting Things Done methodology. If you are not familiar with David Allen or GTD, consider getting a copy of David's book, [Getting Things Done](#). It is a game-changer in the world of productivity.

What Nozbe provides is a simple digital solution that is available for iOS, Android, and web browsers. You can manage what you do, when you do it, and where -- plus, you can save notes, links, and comments, all while working alone or with a team. It's a powerful tool, no doubt. Nozbe offers a free version, which is great to get started, and a premium version that is robust and well-worth the expense.

Learn more about Nozbe on my blog:

[Why You Should Be Using Nozbe for Task Management](#)



Google Drive

3. Google Drive

Create, store, and edit documents in the cloud

3. Google Drive

Even though I absolutely love Evernote, and use it for just about everything, there are a few features I find incredibly appealing about [Google Drive](#). In combination with Evernote and Nozbe, Google Drive rounds out the triple threat of essential productivity apps.

Google Drive is a cloud storage service and the most obvious use is for storing Word documents, PDFs, images, videos, and other random files. However, the feature I love and use the most allows you to create, store, and edit documents in the cloud. What this means is that you could create a document at home, edit it at work, continue working on it on your iPhone, and then share it with anyone you'd like.

I use cloud-based documents and spreadsheets to plan my blog posts, write scripts for my podcasts, and even manage my personal finances. I highly recommend you try out Google Drive if you are in transition to go completely paperless and get more done too. By the way, it's totally free with up to 15 GB of storage and cheap if you want even more.

Learn more about Google Drive on my blog:

[3 Productivity Apps I Cannot Live Without](#)
[How to Go Paperless and Revolutionize Your Productivity](#)



4. Focus@Will

Get in the zone and stay there

4. Focus@Will

Back in college I listened to techno music while drinking a lot of coffee during my intense study periods. I found techno to be the best music for staying energized and getting work done. It wasn't until years later that I realized there was science behind my experience.

I now use a service called [Focus@Will](#), which provides neuroscience-based music tracks that are designed to keep you focused and on-task for hours on end. I was skeptical at first, but after using the free version for a few weeks I was hooked. I upgraded to the premium version (which is very affordable) and began listening to the "Up-Tempo" station for as long as 6-8 hours every day.

Once you find the right station that works for best for you, the music will disappear from your conscious mind and you will find yourself getting more work done than ever without even noticing the music. That's when you know you're in the zone!

Learn more about using music for productivity on my blog:

[How to Use Music Strategically for Increased Focus, Productivity, and Happiness](#)



StayFocusd

Block **time-wasting** websites

5. StayFocusd

You can still check Facebook, just not too much

5. StayFocusd

I'm sure you can relate to this scenario: you have your to-do list ready for the day, you have checked Facebook and Twitter, twice. You have pinned a few pictures on Pinterest, shared a super-cute cat video on YouTube, and read today's headlines on the New York Times.

What haven't you accomplished? Oh, right, those projects that you committed to finishing, phone calls you said you would make, and errands you promised to take care of . . . today. We've all been there.

Now, you have a great tool to manage the chaos of time-wasting websites with the [StayFocusd Chrome Extension](#).

StayFocusd is my new favorite tool for keeping myself on track throughout the day by limiting how much time I spend on all those addictive, but non-essential, websites. Download it for free on the Chrome Web Store.

Free Download:

[StayFocusd Extension on the Chrome Web Store](#)

P.S. There's no letter 'e' in StayFocusd.

[#10miracles](#) <--- Click to tweet and share these tools with your friends!



welcome to
e.ggtimer.com

6. E.ggTimer

Keep track of time right in your browser

6. E.ggTimer

When I have an important task to complete, I have found that if I use three key productivity strategies I will inevitably focus quickly and get my work done. The first of those strategies is clearing my physical and digital desktops of all the clutter. The second is listening to Focus@Will, and the third is using a timer.

Of all the timers on the market, I recommend the [E.ggTimer](#). It's free and available online, and it displays the amount of time remaining in the tab on your browser. It works well with Google Chrome as the E.ggTimer displays how much time you have left on your current task in a simple and effective manner on the tab.

This serves two purposes. First, it motivates you to get to work now and stop procrastinating. Secondly, it compels you to focus more (aka - spend less time on Facebook) because you know you have a deadline looming.

Start Using the E.ggTimer Today:

[E.ggTimer.com](#)

Learn more about using timers for productivity from Life Hacker:

[Use a Timer as a Productivity Booster and Sanity Minder](#)



7. Say it & Mail it Recorder

Voice notes on-the-go

7. Say it & Mail it Recorder

Like me, I know you get random (and brilliant) ideas all day long, but it's not always easy to record those epiphanies. For a long time I didn't have an efficient way to capture my thoughts without a pen and paper.

The Dragon Dictation iPhone app is popular, but it's clunky and requires you to press 10 buttons to record one message, which is quite difficult while keeping your eyes on the road.

Now, I use and recommend the [Say it & Mail it Recorder](#), which is available for iOS. [One-Touch Voice Note](#) is a great alternative for Android users.

With only 3 clicks you can record a voice memo and email it to yourself. The email address and subject lines are auto-filled, which makes the process a breeze. There are two versions available and the one that works best on the iPhone and iPad is the \$1.99 version. Just click the link below.

Download the iOS App:

[Say it & Mail it Recorder on the App Store on iTunes](#)



To do
Dwa



8. Aqua Notes

Waterproof notes in the shower

8. Aqua Notes

We have all heard that brilliant ideas happen in the shower and . . . it's true!

I get fresh, new, and brilliant ideas just about every day in the shower, so I started recording my thoughts on waterproof paper with a cool product called [Aqua Notes](#).

Aqua Notes is a waterproof notepad and pencil set that can be suction-cupped to the wall of your shower. As soon as you get that new epiphany while shampooing your hair, grab the pencil, record the idea, and tear off the note. As soon as the next idea hits you, rinse and repeat!

I have recorded dozens of new ideas with my waterproof notepad and I'm sure it will help you remember your "light bulb" moments too.

Buy Aqua Notes from Amazon:

[Aqua Notes - Waterproof Notepad](#)



Vitamix®



9. Vitamix Blender

The jet-engine blender that improves productivity

9. Vitamix Blender

How does a blender make you more productive? Great question. There is a clear correlation between how healthy you are and how much you can get done. When you exercise consistently and eat healthy food, you will have more energy. With more energy comes more productivity all day long.

The Vitamix is a powerful jet-engine blender. With the entry-level [Vitamix 5200](#), you can quickly create an incredibly healthy green smoothie for breakfast every morning, which provides a solid nutritional base for the rest of your day.

You can have more energy and get more done every day, thanks in large part to the very smooth and tasty smoothies from your Vitamix blender.

If you are new to the world of smoothies (or you don't have the budget for a Vitamix just yet), start with the blender I began with: the [Cuisinart Duet PowerBlend](#). It gets the job done for a lot less money.

Learn more about smoothies and the Vitamix on my blog:

[Should I Buy a Vitamix? Yes! 100% Yes!](#)

[7 Intoxicating Reasons to Drink Green Smoothies](#)



10. Standing Desk

Sitting could kill you AND your productivity

10. Standing Desk

Michael Hyatt shared an infographic a few years ago called [Sitting Will Kill You](#). I was immediately convinced that I should eliminate sitting from my life and I quickly custom-built a standing desk. After one week on my feet, my back had adjusted to standing and I was loving it!

My body felt stronger, my posture had improved, and my productivity had increased dramatically. What I noticed was that I was no longer as tired as normal. I could stay focused, awake, and alert for hours longer than when I sat in a chair all day.

The real power of a standing desk is not standing -- it's movement. Having a standing desk encourages you to walk around, twist, move, and jump. It makes you want to be more active and less sedentary. The end result of a more active lifestyle is better health AND increased productivity. It really is the best of both worlds.

Learn more about standing desks from my blog:

[7 Amazing Benefits of a Standing Desk](#)

[How to Custom-Build a Standing Desk](#)



The Cheat Sheet

A quick guide to the best tools

10 Miracles Cheat Sheet

Here is a quick rundown of my 10 most highly recommended tools for productivity junkies. I encourage you to try the free versions of each tool that has one. It's always easy to get started with something free. 😊

1. Download the [free version of Evernote](#) (and then upgrade to the [premium version](#)).
2. Download the [free version of Nozbe](#) (and then upgrade to the [premium version](#)).
3. Begin using [Google Drive](#) with your free Google account.
4. Create a [free account with Focus@Will](#) (and then upgrade to the [premium version](#)).
5. Download the [StayFocusd Chrome Extension](#) for free.
6. Start using the [E.ggTimer](#) for free today.
7. Download the [Say & Mail it Recorder for iOS](#).
8. Buy [Aqua Notes](#) for recording your brilliant ideas in the shower.
9. Buy the [Vitamix 5200](#) and start blending your breakfast (or begin with the [Cuisinart Duet PowerBlend](#)).
10. Build your own [standing desk](#) at home and at work.

Don't forget to click the #10miracles link below to share these tools with your friends!

[#10miracles](#) <--- Click right here!

5 am

The 5 AM Miracle Podcast

Dedicated to helping you dominate your day before breakfast

The 5 AM Miracle Podcast

In addition to the 10 productivity tools I just recommended, I encourage you to check out my weekly podcast, The 5 AM Miracle -- dedicated to dominating your day before breakfast.

I release a new episode every Monday morning with the goal of helping you bounce out of bed with enthusiasm, create powerful lifelong habits, and tackle your grandest goals with extraordinary energy.

The topics include healthy habits, personal development, high energy, and rockin' productivity. I either interview an ambitious and fascinating guest or I grab the microphone myself and dive into a new topic.

Learn more about the podcast:

[The 5 AM Miracle Podcast on JeffSanders.com](http://JeffSanders.com)

Subscribe to the show on your favorite platform:

[Apple Podcasts](#) --- [Stitcher](#) --- [iHeartRadio](#) --- [Spreaker](#)

Download my preferred iOS podcasting app: [Downcast](#)

[Subscribe](#) <--- [Click to subscribe to the podcast in iTunes](#)



The 5 am Miracle
w/ Jeff Sanders

COMMUNITY

The 5 AM Miracle Community

The most positive, inspiring, and ambitious group of early risers you will ever meet

The 5 AM Miracle Community

The 5 AM Miracle Community on Facebook is a fantastic online group where you can ask questions, get support, and share ideas with other ambitious and passionate early risers!

Don't worry if you don't get up early -- that's not a requirement by any means. Just think of this community as your chance to learn from other people who are also on a mission to be more productive and achieve grand goals!

Join the Community

[Request to Join The 5 AM Miracle Community](#) – I'll approve your request within 24 hours!

Testimonials

“Does anyone else feel like this group has the potential to be the most valuable FB group that you're a member of? This is the first time I've been eager to see others' posts and Jeff's questions coming in. Feeling excited!” – Jen Thomas

“You're doing an awesome thing here, Jeff. Definitely have changed my life and I'm sure others as well. You are a great inspiration and I can't wait to see what else you have in store for us!!” – Meghan Guffey

[Join the Community](#) <--- Click to join The 5 AM Miracle Community on Facebook!



47 Strategies to be Insanely Productive

A Rockin' Self-Assessment to Get More Done

47 Strategies Self-Assessment

How productive are you? That's the question this assessment can answer for you. With 47 effective productivity strategies, you can analyze your whole life in 9 different areas, from personal development and laser focus, to health & fitness and going paperless.

The key to the assessment is not just in figuring out where you stand today, but, more importantly, it provides action steps, tools, and resources for you to take your productivity to the next level. If you are searching for tips and tricks, strategies and insights, and new effective ways at getting more done, this assessment is for you.

The 47 Strategies Self-Assessment is an all-digital package of resources that you can get access to today. It includes an 86-page PDF that analyzes your productivity, a 6-page PDF Answer Sheet that you can print off, and 1-hour MP3 Audio Program of me reading the assessment to you.

Take the Assessment

[47 Strategies to be Insansely Productive](#)

[Join the Community](#) <--- [Click to join The 5 AM Miracle Community on Facebook!](#)



Jeff Sanders

Hey there! I'm Jeff.

Meet Jeff

Hey there! I am a keynote speaker, author, and host of [The 5 AM Miracle Podcast](#), which has ranked #1 in Apple Podcasts in the Self-Help and Business categories.

I specialize in helping people just like you dominate their day before breakfast. I am a passionate plant-based 10-time marathon runner and an avid fan of personal development. I also eat a lot of bananas -- like 15 a day -- sometimes more.

I write and speak every week at [JeffSanders.com](#) about healthy habits, personal development, high energy, and rockin' productivity. You can find me on Twitter at [@JeffSandersTV](#) and on [Facebook at Jeff Sanders](#).

I have a Bachelor of Arts degree in Theatre and Psychology from Truman State University in Kirksville, Missouri. My wife, Tessa, and I in Nashville, Tennessee with our daughter, Maisie, and our quirky pug, Benny.