



## TOOLBOX FOR THE BRAIN ©

In 'The Business Brain Book' many tips and techniques are described to use the brain better in an office environment. By using these brainfriendly techniques people will be more productive and at the same time have more peace of mind.

There are more and more tools available in this area which are partly covered in 'The Business Brain Book'. Because developments are going very fast it is useful to have an updated overview of the tools that are available on PC, Mac, tablets iPad and mobile phone.

There are often versions for laptop and mobile phone which can be synchronised. Most software is available for use on Mac or PC.

The list is certainly not complete; it is a selection. We do not have the intention to make a complete list. On a daily basis products are added. When you come across good tools that in your opinion should be included please inform us so that we can update this list.

### Mind map software



- Mindjet: [www.mindjet.com](http://www.mindjet.com) most used in a business environment. Mindjet offers also apps for Mind Manager on the iPad, iPhone and Android.
- Ayoa: [www.ayoa.com](http://www.ayoa.com); the new name for iMindmap. produced by the Buzan organisation; good system, follows more the original, organic, mind map philosophy. Available for PC, Mac, iPad and iPhone.
- Inspiration: [www.inspiration-at.com](http://www.inspiration-at.com) simple package; also used by young people.
- XMind: [www.xmind.net](http://www.xmind.net) free software; a good start.
- MindNode: [www.mindnode.com](http://www.mindnode.com) mindmap app for iPad & iPhone.
- MindMeister: <http://www.mindmeister.com/> interesting package, also to mind map and brainstorm worldwide; also free version.
- Mind map library: <http://www.biggerplate.com/>
- Coggle: <https://coggle.it>

## Speedreading software



Software can help to read faster from screens. Reading tests can be done to measure speed and comprehension. Exercises can be done to enlarge fixations on a screen. Own text can be imported email, Word documents, etc which can be projected in the middle of the screen with 2 or 3 words at the same time. The speed can be changed. With the paid tools the applications will be more advanced.

- To start with there is BrainStudio Screen Reader [www.sharereader.com/brainstudio](http://www.sharereader.com/brainstudio) a free tool to read own documents from screens. A pointer moves under the text at a speed that can be changed. Also the fixation can be adapted. Screen Reader also measures the reading speed.
- AceReader: [www.acereader.com](http://www.acereader.com).
- RocketReader: <https://rocketreader.com>
- Elearning speedreading: [www.revitupreading.com](http://www.revitupreading.com).
- Spritz: [www.spritzinc.com](http://www.spritzinc.com).
- Spreeder: [www.spreeder.com](http://www.spreeder.com) free.
- Pocket: [www.getpocket.com](http://www.getpocket.com) to collect documents, emails etc. to read later.
- GoodReader: App for iPad & iPhone.
- PDF Expert: App for iPad & iPhone.
- Reading Trainer: App for iPad & iPhone.
- QuickReader: App for iPad & iPhone.
- Focusreader: <https://focusreader.com/> reading PDF files on screens.
- Beeline Reader: [www.beelinereader.com](http://www.beelinereader.com)
- Bionic Reading: <https://bionic-reading.com>

## Goal setting software



- GoalScape: [www.goalscape.com](http://www.goalscape.com).
- Goals on Track: [www.goalsontrack.com](http://www.goalsontrack.com).
- Joe's Goals: [www.joesgoals.com](http://www.joesgoals.com).
- Coach me: [www.coach.me](http://www.coach.me).

## Special music



- Spotify: <http://www.spotify.com> Playlist: Accelerated Learning; Deep Focus.
- Music to boost concentration: [www.focusatwill.com](http://www.focusatwill.com).
- Noisli: [www.noisli.com](http://www.noisli.com).
- Brain.fm: <https://brain.fm/>
- App: Binaural Beats - study music.

## Memo software



- SuperMemo: [www.supermemo.com](http://www.supermemo.com)
- Mnemosyne: [www.mnemosyne-proj.org](http://www.mnemosyne-proj.org).

## Learning foreign languages



- Fluent Forever: <https://fluent-forever.com>
- The Michel Tomas Method: [www.michelthomas.com](http://www.michelthomas.com).
- Apps: Duolingo, Memrise, Babbel, Busuu.

## Stress reduction with bio-feedback



- HeartMath: [www.heartmathbenelux.com](http://www.heartmathbenelux.com).

## Meditation



Meditation apps:

- Headspace.
- Buddhify.
- Mindful Meditation.
- Calm: <https://www.calm.com/> (website & app).
- Quietkit: <https://quietkit.com/>
- Insight Timer: <https://insighttimer.com/>

## Digitale notes/actielijst



- Evernote: [www.evernote.com](http://www.evernote.com) Evernote Search & Penultimate.
- Remember The Milk: [www.rememberthemilk.com](http://www.rememberthemilk.com).
- Things for Mac: [www.culturedcode.com](http://www.culturedcode.com).
- Things: App for iPad & iPhone.
- ToDoist: [www.todoist.com](http://www.todoist.com).
- Noteshelf: App for notetaking; nice in combination with Jot Pro Stylus.
- Wunderlist: App for all platforms.
- Notability: App for iPad & iPhone; notes, audio and drawings.
- Trello: App for iPad & iPhone.
- LiveScribe: Smartpen <http://www.livescribe.com/>.
- Braintoss: speak, snap or type your thoughts and sent it to your inbox. App for iPad/Iphone and Android.
- Note2Mail: enter a note and it will be automatically send to your email. App for Windows Phone 7.
- Productive: App for tasks and lists.
- Google Keep: make notes what you think wherever you are [www.google.com/keep](http://www.google.com/keep)
- Scan text: [www.scanmarker.com](http://www.scanmarker.com)
- Building a Second Brain: <https://www.buildingasecondbrain.com>
- Notion: [www.notion.so](http://www.notion.so)
- Obsidian: [www.obsidian.md](http://www.obsidian.md)
- Microsoft OneNote
- Apple Notes
- Simple Note
- Goodnotes 5

## Store passwords



- Last Pass: [www.lastpass.com](http://www.lastpass.com).
- 1Password: <https://1password.com/>
- All in One: App voor iPhone en iPad.

## Clean screen



Work from a clean desk but also from a clean screen.

- Hide the menu bar via your options.
- Hide background of screen: [www.willmore.eu/software/isolator](http://www.willmore.eu/software/isolator) Mac.
- For Windows: Jedi Concentrate.
- Writeroom: [www.hogbaysoftware.com](http://www.hogbaysoftware.com).

## Processing text

- TextExpander: [www.smilesoftware.com](http://www.smilesoftware.com) for Mac.
- Fingertips: [www.getfingertips.com](http://www.getfingertips.com) for PC.
- Type Pilot: [www.colorpilot.com/typepilot.html](http://www.colorpilot.com/typepilot.html) for PC.

## Searching, processing and managing of data & emailmanagement



- Copernic: [www.copernic.com](http://www.copernic.com) also summarizer!
- Organizing e-mail inbox: [www.otherinbox.com](http://www.otherinbox.com).
- Clearcontext: [www.clearcontext.com](http://www.clearcontext.com) control your inbox.
- Evernote: [www.evernote.com](http://www.evernote.com) Evernote Webclipper: digital magic cutter.
- Mailstrom: [www.mailstrom.co](http://www.mailstrom.co) email management.
- MobiFolders: App for reading and annotating documents on iPad.
- Gmail management: <http://www.boomeranggmail.com>.
- Teamprogress: [www.idonethis.com](http://www.idonethis.com).
- Inbox when ready: [www.inboxwhenready.org](http://www.inboxwhenready.org) (Gmail).

## Cloud computing



Your files available everywhere via a central folder:

- DropBox: [www.dropbox.com](http://www.dropbox.com) also back-up.
- iCloud: <http://www.apple.com/icloud> for Mac.
- OneDrive Microsoft for PC: <https://onedrive.live.com/about/en-us/>.
- Google Drive.
- Amazon Web Services: <https://aws.amazon.com>.
- IBM Cloud: <http://www.softlayer.com>.

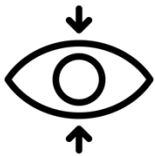
## Bookmarks



For controlling your bookmarks from every location:

- Symbaloo: [www.symbaloo.com](http://www.symbaloo.com)

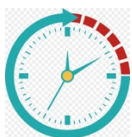
## Focus



Multitasking is a myth! For focussing on one thing:

- Pomodoro technique: [www.francescocirillo.com](http://www.francescocirillo.com).
- Apps for the Pomodoro technique: [www.focusboosterapp.com](http://www.focusboosterapp.com).
- Block the Internet, Apps en Websites: [www.freedom.to](http://www.freedom.to).
- SelfControl: <http://www.selfcontrolapp.com> block access to distracting websites for Mac OSX.
- Forest: Stay focused, be present: app voor iPhone.
- For Android: ClearLock.
- Blocking distractions: Cold Turkey Blocker: [www.getcoldturkey.com](http://www.getcoldturkey.com).
- Adblocker for Chrome, Safari en Firefox: Adblock Pro.
- Wastentime (Safari & Chrome).
- Focus: [www.saent.com](http://www.saent.com).
- Stay focused: <https://stayfocused.com/home/main>

## Time management



Keep track on how you spend your time.

- Rescue Time: [www.rescuetime.com](http://www.rescuetime.com).
- Time Well Spent Movement: [www.humanetech.com](http://www.humanetech.com).
- App: simple daily tracker.
- App: OffScreen– Screen Time Tracker.



## E-Learning



- Skillshare: [www.skillshare.com](http://www.skillshare.com). More than 24.000 online courses.
- Lynda: [www.lynda.com](http://www.lynda.com) LinkedIn learning. Thousands of online courses.
- Coursera: [www.coursera.org](http://www.coursera.org) Massive Open Online Course (MOOC).

## Habit Tracker



- For iPhone:
  - Habit Tracker
  - Daily Routine
- For Android:
  - HabitBull
  - Loop