

HOW TO BE PRODUCTIVE

... using a smartphone

A smartphone can change your life. But maybe not for the better – unless you use it productively.

Make apps work for you

Apps that could change your work day include: Readability (for clean reading); 30/30 (a timer to help you through a to-do list); bank apps (often faster than online banking).

But avoid app overload

Going app-tastic can lead to time being sucked away as fast as you can say "download". Rationalise them: if they're not used regularly, delete. Keep apps organised onscreen by bundling them into grouped folders (television, shopping etc).

Ration email replies

Replying to emails from a phone can be incredibly handy. But it can also be incredibly annoying. If you've tried sending long emails from your phone, or sorting messages into multiple folders, you'll realise these are fools' errands. Save smartphone emailing for urgent, short answers.

Turn off distractions

Badges and notifications mean smartphone users often feel electronic "maintenance" is never-ending. You can't turn off all badges, but with an iPhone you can turn off most. Start with the pesky badge next to your email saying you have 122 unanswered items: go to settings, mail, and turn "badge app icon" to "OFF". Instant electronic bliss.

Use airplane mode

Want a "beep-free" night's sleep but like using your smartphone as an alarm? Airplane mode is the answer. Just don't forget to turn airplane mode off when you want to let the world back in.

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