

Responsibility and Organizational Skills

IS THERE AN APP FOR THAT?

Smartphone software can help supercharge your time management skills by allowing you access to your task schedule anytime and anyplace, but knowing which app (application) is best for you may be more difficult than you think.

Find apps for smartphones or tablets that may maximize your time and simplify your life.

Choose two **FREE** apps to download and use for a period of seven days. When the seven days are over, create a table in Word like the one below and fill in the answers to the information requested. Change your document to LANDSCAPE ORIENTATION, place your name in the header, and **print your document for your portfolio**.

App Information	App 1	App 2
What is the name of the app?		
Types of devices on which app can be used (iPad, iPod, android, iPhone, etc)		
How did you locate this app? (Searching, recommended by friend, etc)		
Was the app user friendly?		
Did the app offer adequate training and support?		
How long did it take to get comfortable with the app?		
Was the app helpful in managing your time?		
Name 3 positive features of the app.	1. 2. 3.	1. 2. 3.
Name 3 negative features of the app.	1. 2. 3.	1. 2. 3.
Will you continue to use this app?		
Would you recommend this app to others?		

Soft Skills @ Work

