

## IT 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 IT 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 IT tools that are available on PC, laptop, iPad and mobile phone.

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

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.

An updated list can be downloaded from our website ([www.brainware.nl](http://www.brainware.nl))

### Mind map software

- Mind Manager ([www.mindjet.com](http://www.mindjet.com)); most used in a business environment.
- iMindMap ([www.imindmap.com](http://www.imindmap.com)); produced by the Buzan organisation; good system, follows more the original, organic, mind map philosophy.
- Inspiration ([www.inspiration.com](http://www.inspiration.com)); simple package; also used by young people.
- XMind ([www.xmind.net](http://www.xmind.net)); free software; a good start.
- FreeMind (<http://freemind.sourceforge.net>); free software.
- MindMeister ([www.mindmeister.com](http://www.mindmeister.com)); interesting package, also to mind map and brainstorm worldwide; also free version.

### Speedreading software

This 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.

- AceReader ([www.acereader.com](http://www.acereader.com))
- RocketReader ([www.rocketreader.com](http://www.rocketreader.com))
- Elearning speedreading ([www.revitupreading.com](http://www.revitupreading.com))
- ReadFaster ([www.readfaster.com](http://www.readfaster.com))
- ZapReader ([www.zapreader.com](http://www.zapreader.com)); free
- Spreeder ([www.spreeder.com](http://www.spreeder.com)); free



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- Readability (<http://lab.arcgo.com/experiments/readability>) for reading webpages without banners etc.
- Read it later ([www.readitlater.com](http://www.readitlater.com))
- GoodReader; App voor iPad & iPhone
- PDF Expert; App voor iPad & iPhone

## Goalsetting software

- GoalScape ([www.goalscape.com](http://www.goalscape.com))
- GoalPro ([www.goalpro.com](http://www.goalpro.com))
- MyGoals ([www.mygoals.com](http://www.mygoals.com))
- Goal2Go ([www.goals2go.com](http://www.goals2go.com))
- Goals on Track ([www.goalsontrack.com](http://www.goalsontrack.com))

## Special musique

- Special baroque music: [www.brainstudiobrainradio.com](http://www.brainstudiobrainradio.com)
- CD's with special accelerated learning musique: BrainWare ([www.brainware.nl](http://www.brainware.nl))
- Superlearning ([www.superlearning.com](http://www.superlearning.com))

## Memo software

- SuperMemo ([www.supermemo.com](http://www.supermemo.com))
- Superlearning ([www.superlearning.com](http://www.superlearning.com))

## Stress reduction with bio-feedback

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

## Digital notes/actionlists

- Evernote ([www.evernote.com](http://www.evernote.com))
- Remember The Milk ([www.rememberthemilk.com](http://www.rememberthemilk.com))
- Things for Mac ([www.culturedcode.com](http://www.culturedcode.com))
- Things; App voor iPad & iPhone
- Captio; App voor iPad & iPhone



## Store passwords

- Last Pass ([www.lastpass.com](http://www.lastpass.com))

## Clean screen

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

- Clean screen: [www.willmore.eu/software/isolator](http://www.willmore.eu/software/isolator) (Apple)
- For Windows: Jedi Concentrate of DropCloth
- Writeroom ([www.hogbaysoftware.com](http://www.hogbaysoftware.com))

## Processing text

- TextExpander ([www.smileonmymac.com](http://www.smileonmymac.com)) for Apple
- Fingertips ([www.getfingertips.com](http://www.getfingertips.com)) for Windows
- Type Pilot ([www.colorpilot.com/typepilot.html](http://www.colorpilot.com/typepilot.html)) for Windows

## Searching, processing and managing of data

- Copernic ([www.copernic.com](http://www.copernic.com)); also summarizer!
- Google Desktop Search ([www.desktop.google.com](http://www.desktop.google.com))

## Cloud computing

Your files available everywhere via a central folder.

- DropBox ([www.dropbox.com](http://www.dropbox.com)); also back-up.
- Mesh ([www.mesh.com](http://www.mesh.com)) for Windows
- Mobile Me ([www.mobileme.com](http://www.mobileme.com)) for Apple
- SkyDrive (<http://explore.live.com/windows-live-skydrive>) for Windows



## **Bookmarks**

For controlling your bookmarks from every location:

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

## **Focus**

Multitasking is a myth! For focussing on one thing for 25 minutes:

- Pomodoro technique ( [www.pomodorotechnique.com](http://www.pomodorotechnique.com))
- Timer for the Pomodoro technique ([www.focusboosterapp.com](http://www.focusboosterapp.com))
- Pomodoro timer for Mac: (<http://pomodor.ugolandini.com>)

## **Time management**

Keep track on how you spend your time.

- Rescue Time ([www.rescuetime.com](http://www.rescuetime.com))