

Making Remote Work Better with Apps

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About 15 years ago, Apple, Google, and Microsoft launched digital stores that enabled software developers to sell apps to consumers and professionals. Categories include communication, productivity, and security. Apps are easy to use and enable access to data and documents 24/7 at home, on the road, or in the office. They can be installed quickly on computers, smartphones, and tablets. Some apps require purchase or payment of a subscription fee for service. This article explains the benefits of popular apps and includes resources for using them.

Appointments - Link an appointment app to your website to allow clients to make appointments online. The apps automatically email customized confirmations, send reminders, and let clients reschedule on their own. Popular apps include Calendly and Microsoft Bookings.

Billing - Use apps like QuickBooks or Zoho to bill clients, check payment status, and send reminders.

Communicating - Conduct video conferencing and webinars with apps like Apple Facetime, Microsoft Teams, Google Meet, and Zoom. Use apps like Apple iMessage, Google Messages, Microsoft Teams, and Slack to send short messages to associates, clients, and staff.

Document Storage - Use apps like Apple iCloud, Dropbox, Microsoft OneDrive, and Google Drive to access, edit, and distribute documents 24/7 from anywhere.

Dictation - Use apps like Apple Dictation, Dragon Anywhere, Microsoft Dictate (an add-on to Microsoft Office), Otter and the voice feature of Google G Suite to dictate notes and transcribe communications, meetings, and phone calls.

Note-Taking - Take notes with apps like Apple Notes, Evernote, Google Keep, and Microsoft OneNote. Edit or view the notes anywhere by syncing between your devices.

Polling - Use apps like GoSurvey, Survey Monkey, or Zoho Survey to get testimonials from clients and engage team members in decision making.

Project Management - Use project management apps like Liquid Planner, Teamwork, or Zoho Projects to assign responsibility, schedule tasks, and track status.

Scanning - Use scanning apps like Abby Fine Scanner, Adobe Scan, Apple Notes, and Evernote Scannable to create a PDF from your smartphone. Save PDF's to online storage or share them with others.

Scheduling - Use the scheduling features of Microsoft Outlook and Google Calendar to arrange meetings, assign office space, or book conference rooms.

Security - Protect yourself against hackers with virtual private network apps like IVPN and Windscreen. Use Password Manager apps like Dashlane, Last Pass or 1Password to keep your passwords secure.

Signing - Use e-signature apps to enable clients to digitally sign documents. Popular apps include Adobe Sign, Docusign, Dotloop, and Zoho Sign.

To-Do Lists - Create checklists and to-do lists with apps like Asana, Apple Reminders, Microsoft To Do, Todoist and Wunderlist.

Voice Recording - Use recording apps like Apple's Voice Memo, Otter Voice Notes, and Windows Voice Recorder to record phone calls and dictate messages.

Writing - Proofread your writing with Grammarly and Microsoft Editor. Use Copyscape to avoid plagiarism and Hemingway Editor to simplify sentences.

Conclusion - Technology can help lawyers overcome the challenges of remote working with apps for communication, productivity, and security. Software developers are continually creating new apps and adding features to old ones. Use the apps mentioned in this article and the resources listed below to stay technically competent and make remote work better for yourself and your firm.

Resources

Articles

Robert Ambroggi, [40 Essential Apps for Trial Lawyers](#), *LawSites Blog*, Feb. 12, 2015

Robert Ambroggi, [ABA Tech Survey Reveals Lawyers' Favorite Mobile Apps and Phones](#), *LawSites Blog*, Nov. 8, 2016.

Nicole Black, [Legal Software for Working Remotely](#), *ABA Journal*, Nov. 23, 2020.

Teresa Match, [18 Best Apps for Lawyers to Improve Productivity](#), *Clio Blog*, Apr. 4, 2021.

Books

Marc Laurizen, [The Lawyer's Guide to Working Smarter with Knowledge Tools, 2 ed](#) (ABA Book Publ'g, Feb. 15, 2021).

Sharon Nelson, John Simek, and Michael Maschke, [The 2020 Solo and Small Firm Legal Technology Guide](#), (ABA Publ'g, Dec. 18, 2019).

Websites

[American Bar Association](#)

[Informed Librarian](#)

[University of Akron](#)

[University of California](#)

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Michael L. Goldblatt has authored numerous books and articles about lawyer marketing and preventive lawyering.