

# 4 mobile apps

every executive should download now



Love it or hate it, we live in a fast-paced digital world. The key to getting ahead is embracing the technologies that are now so easily accessible. As a leader, it's important you take advantage of the many mobile apps readily available to you. Downloading these four apps now will make your life much easier by assisting you with your many administrative tasks.

## CamScanner

This free app has received a five-star rating from users and is available for download [here](#). With CamScanner you can quickly and easily turn any document into a PDF by taking a photo with your smartphone. The app also allows users to make notations on the PDFs or highlight certain portions and share with colleagues.

## Evernote

Do you prefer to use your mobile calendar and “notes” app instead of a physical day planner? Evernote is the perfect option for organizing your professional projects for increased productivity. This popular (and

free) app lets you store all your notes, images, article clippings, and to-do lists all in one convenient place, allowing you to work smarter and faster.

## Duolingo

With Duolingo, professionals can enjoy language courses through the app's “gamification” technique of teaching. Unlike traditional language learning programs, Duolingo teaches by rewarding users with virtual currency called Lingots and allows them to compete with friends and colleagues. In its four-year existence, Duolingo has been downloaded over 100 million times.

## Expensify

If you're not careful your office expenditures can quickly spin out of control. Expensify helps professionals stay organized and on top of travel and other business expenses by creating concise reports. Simply take photos of your recipients and Expensify automatically takes control of each step of the itemizing process. The app is free and currently boasts over 4.5 million users from over 300,000 companies.

*Source: Wendy Moody, Senior Editor with CBIInsight.com*