PRODUCTIVITY

USE YOUR IPHONE & IPAD LIKE A BOSS

Time-Saving Tips: 10 Hacks to Boost Productivity  PG 32
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PROFILE OF PROFESSIONALS

ATTORNEY

Name: James Goodnow
Location: Phoenix, Arizona
Apple Products Owned: iPhone 6 Plus, iPhone 6s Plus, 12.9-inch iPad Pro, iPad Air, iPad mini, Apple Watch
Bio: Goodnow is director at law firm Fennemore Craig, PC. (amber.goodnow.com) and is a partner in the litigation section and a member of the management committee. The Harvard Law School graduate was also featured on the cover of the legal publication the American Lawyer.

What are your favorite apps for work?

Wunderlist (free) is a simple to-do list and task manager app that helps me assign tasks to team members, manage workflows, and exchange docs and messages. Its power is in its simplicity.

I use TurboScan Pro ($4.99) to make digital copies of all my documents and notes. And SugarSync (free) is a great cloud storage app for backing up and syncing all my files. I also use Box (free), a HIPAA-compliant cloud service app that makes it possible to access and sync documents while protecting clients' privacy.

How has mobile technology changed how you do your job?

My iOS devices have allowed me to untether from the office—and now, the world is my office. I often walk to work, and that time allows me to brainstorm and be creative. I'll frequently stop to write down my ideas, and then move on, knowing that I've captured some of my clearest thoughts.

"FROM A PRODUCTIVITY STAND-POINT, THE APPLE WATCH IS NOW A PRIME-TIME PRODUCT RATHER THAN A NOVELTY."

What iOS gear do you use for work?

I really like the Apple Watch. One unique way our team is utilizing the Apple Watch for certain clients is by extending the level of human interaction that we strive for in all of our plaintiff’s personal injury cases. If the need is urgent, a client can tap their watch, and it's like reaching out and tapping your attorney on the wrist at an often emotional time when a person has been injured or hurt, or has just lost a loved one.

Internally, we've also developed a digital tap code to communicate during meetings using our Apple Watches. Two taps on the wrist means I should check my email, four taps means I should gracefully exit the meeting, and 10 taps means there's an emergency—something is going down!