

Episode 4 | Tools They Use | Alex Muench

Welcome to the third episode of Tools They Use! Today's guest is [Alex Muench](#), product designer at [Doist](#), the company behind Todoist and Twist.

Alex works remotely from Germany and runs an amazing [Dribbble profile](#) where he shares all his work as a product designer.

Please, enjoy this episode and be sure to check out the show notes below.

SHOW NOTES

What sort of work do you do day-to-day?

- Alex works on design specs for Todoist and Twist, integrating design process and collaborating with the team.

What is your daily to-do list tool? And why?

- [Todoist](#) (iOS/Mac/Android/Windows) (For personal and work tasks)

How do you go about taking notes?

- [Apple Notes](#) (iOS/Mac) (For idea notes)

What do you use when it comes to organising your calendar?

- [Outlook](#) (iOS/Android/Windows) (On iPhone)
- [Apple Calendar](#) (Mac/iOS) (On iMac)

Do you use a certain tool for tracking projects? Or do you solely use a task list?

- [Todoist](#) (iOS/Mac/Android/Windows)

What hardware do you use for work? (phone, laptop, pc)

- [iPhone X](#)
- [15-inch MacBook Pro](#)
- [OnePlus 3](#) (Test device)
- [Surface Pro](#) (Test device)

What are your 3 favoured apps for getting the work done? (Eg. marketing, designing)

- [Sketch](#)
- [Dropbox](#) (Android/iOS/Windows/Mac) (For file storage)
- [Paper](#) (Android/iOS) (For design spec)

What are your team communication tools?

- [Twist](#) (iOS/Android/Mac/Windows)

What app do you use for handling emails?

- [Outlook](#) (iOS/Android/Windows) (On iPhone)
- [Apple Mail](#) (iOS/Mac) (On iMac)

What's your planning process? How do you plan for the week or month ahead?

- Alex plans his week every Sunday evening using Todoist and Apple Pages for work snippets and to stay synchronised with his complete tasks view on Todoist.

Any of other notable apps you do like to mention that you use to get things done?

- Default clock app on mac (For time zones)
- [CloudApp](#) (Mac/Windows) (For sharing screenshots and image annotations)
- [iTranslate](#) (iOS/Android/Mac/Windows)
- [Darkroom](#) (iOS) (For photo editing)

Do you use any analog/offline processes?

- N/A

Find Alex:

- @alexmuench - [Twitter](#), [Instagram](#), [Dribbble](#)