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In the age of technology, entrepreneurs and small business owners can run a business almost entirely from the convenience of a smartphone. The best apps save you time and help you stay in touch with your business wherever you are. Studies show that making technology upgrades a regular goal for your business is necessary to remain competitive. The six apps in this list cover basic office tasks, payroll, marketing, banking, and invoicing.

1. Mobile Scanning Apps

do not need these extra features, Office Lens or Adobe Scan are also great choices. Once you have your documents scanned in, it's helpful to edit PDFs online with a free PDF editor. Having this tool available allows you to fine tune or correct any documents you scan.

2. Your Business Banking App

Nearly everyone uses online banking already, but you can access your business account from your bank app as well. If you haven't already, download the app for your bank as soon as you start your business journey. You can track payments to vendors and handle everything electronically. If you use the same bank for your personal account, you can access both from the same login. Centralizing your finances helps you stay organized and saves time.

3. Social Media Apps

Every business needs an aggressive social media marketing strategy. You should take advantage of ad programs on Facebook, Instagram, Twitter, and Tiktok. Link your business accounts to your phone apps, and create a social media folder on your phone to help you stay organized. Use your business email and logo for every account to streamline communications and promote your brand across every platform. You can also create an email folder that organizes all social media emails in one place.

4. Business Graphic Design App

Every entrepreneur and small business needs a brand, and one of the first elements of creating a brand is designing a logo. There are online tools that make logo design easy with logo templates that you can customize with free images and fonts. You can even use the software to generate social graphics, business cards, and banners with your logo. Download an image to use for your social media profile pictures as well.

5. Invoicing App

If you have employees, a payroll app is absolutely necessary for your business. Gusto is relatively inexpensive compared to other apps, and it allows employees to access a portal to track benefits and wages. You'll want to choose an app that offers options for small business payroll processing. This will make your job as a business owner easier, as well as making things easier for your employees.

Managing a small business requires multitasking, but if you use the proper applications, you can centralize everything to your smartphone or laptop. Being able to work from anywhere is particularly important for freelancers and entrepreneurs, so make sure you're getting the most out of your apps.

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