Business Tools

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Tools are so important to automate in any business. They help you get more productive and cut down on time as well as making you look professional in front of your clients! Meanwhile in the background you can be working on
the marketing and money making activities which are so important!

HelloSign – Easy, fast and online contracts.

Dropbox – Storage and transferring large files.

Freshbooks/ Quickbooks/ Xero – For easy invoicing to clients and keeping track of your accounts.

Trello/Asana/17 Hats/Basecamp/ Dubsado - A project management tool for managing your workload as well as managing projects with clients. With some of these tools you can track leads, send quotes, connect your calendar, create to do lists and do so much more!

Planoly/Later – This is for Instagram management. You can plan the look and feel of your feed in advance as well as schedule posts and captions.

Hootsuite/Bufer/Edgar – You can connect all your social media accounts in one place and schedule posts so you are consistently posting on your focused social media channels – even when you get busy!

Calendly /Acuity - Send prospective clients or current clients a link that is connected to your calendar which allows them to choose a date and time that works for you both for a call. Say goodbye to those back and forth emails on finding a convenient time for a call!

Zapier - Useful for automating online actions. Connect together your favourite business tools with Zaps and save time!

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Canva/ Designsta - Quick, easy and professional graphics and promo materials. You can use the free account or upgrade for more tools (still brilliant value). Highly recommend.

Zoom/ Streamyard - Use this for meetings or to go live into your groups. You can brand your lives and even invite on guests.

Wetransfer - For sharing large files for free over the internet

Mailchimp - For easy email marketing and building audiences off social media.

Kajabi, Thinkific, Teachable, Memberpress - Course hosting sites

Typeform/ Google forms - For easy data collection, polling or questionnaires for your clients and/or audience.

Google Docs - Create online word documents that you can easily share and collaborate with others on.

Chatra /Manychat - Set up automated chat flows via messanger/ email or text that connect with your social media, sales pages and get your audience excited about your next course/ product/ launch or freebie etc.

Google Calendar and Gmail - Stay organised and connected by using your google calendar with you gmail account or upgrade to a Gsuite account and have even more scope for organising youself and/or your team.

Notes from the Universe - Stay positive and motivated with these inspiring emails.

Repurpose - An easy-to-use automating tool to help grow your presence online without having to spend hours publishing to multiple platforms. Use it for podcasts, live streams and videos.