



The Ultimate Tech Tools For Systemising Your Business

PS most of these are free or very cheap. It's crazy!

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Documents & Storage | [Google Drive \(Free + Paid\)](#)

The cloud equivalent of Microsoft Office. Store files, create Docs (like Word), Sheets (like Excel), Slides (like Powerpoint), forms and more, all accessible from any device without document conversion issues.

Project Management | [Trello \(Free\)](#)

The fun, flexible way to organise plans, projects and more. Go from idea to action, and collaborate with your team all in the one place using simple boards, checklists and cards.



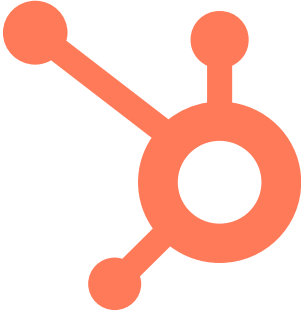
Team Communication | [Slack \(Free\)](#)

Team communication sucks. Use Slack instead. It's like an internal chat for your team. It's where the people you need, the information you share, and the tools you use come together to get things done, all in the one place.

Resource Hub | [Google Sites \(Free\)](#)

The fun, flexible way to organise plans, projects and more. Go from idea to action, and collaborate with your team all in the one place using simple boards, checklists and cards.





Customer Relationship Manager | Hubspot (Free)

Organise, track, and nurture your leads and customers. The most important thing about using a CRM is making sure you're following up with leads and not letting opportunities slip through the cracks

Task Automation | Zapier (Free + Paid)

The fun, flexible way to organise plans, projects and more. Go from idea to action, and collaborate with your team all in the one place using simple boards, checklists and cards.



Online Meetings & Video Calls

Google Hangouts (Free)

Meet for easy-to-join video calls, so you can meet face to face without the added cost of travel.

Accounting | Xero or Freshbooks (Paid)

If you don't have an accounting system yet, get one ASAP. You'll save so much time, track financial progress and make it easier for your accountant (meaning it costs less).





Screen Recording | **Loom (Free)**

An incredibly easy way to capture and share a recording of your screen right from your browser. Record a specific tab, any app you have open, or your entire desktop screen.

Time Tracking | **Toggl (Free)**

Toggl allows you to track your time and split it into categories so you know what you're spending time on. A simple time tracker with powerful reports and cross-platform functionalities



Passwords | **LastPass (Free)**

Create stronger passwords, and store all of them in one place. Also auto-fills on websites, and you can share passwords with your team without them ever being able to see the password.

Shared Support Inbox | **Fresh Desk (Free + Paid)**

An online (and free) customer service software providing help-desk support. Have one central inbox for customers and clients, assign emails to certain team members, and leave internal notes.



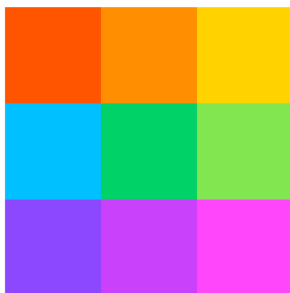


Social Media Scheduling | Buffer (Free + Paid)

Save time and manage all your social media in one place. Buffer is a simpler way to schedule posts and track the performance of your content on Facebook, Instagram, Twitter, Pinterest and LinkedIn

Calendar Management | Calendly (Free + Paid)

Say goodbye to phone and email tag for finding the perfect meeting time with Calendly. The other person just clicks your Calendly link, and picks a time that works for them. It automatically syncs with your calendar so there's no overlap, and you can update your availability any time.



Compress & Edit PDF Files | SmallPDF (Free)

Huge PDFs take up space and take a long time to load. This online platform makes it super easy to compress, convert and edit all your PDF files. Solving all your PDF problems in one place - and yes, free.

Compress Video & Image Files | YouCompress (Free)

If you're recording videos and screen-captures for your team or clients, they can also take up lots of space on your cloud storage. This online tool reduces file size of videos and images for free.





Graphic Design | **Canva (Free + Paid)**

Design anything. Use Canva's drag-and-drop feature and professional layouts to design consistently stunning graphics. Presentations, social media artwork and more.

Visual Prototyping | **InVision (Free)**

Create fully functioning, clickable prototypes. Upload your design files, add animations, and transitions to transform your screen into clickable, interactive prototypes that you can load on your phone or computer.



Mind Mapping | **Coggl (Free)**

Create mind maps without running out of paper space. It's a clear way to share and understand complex information to help you organise that brain dump, and simplify complex ideas.

Email Marketing | **Mailchimp (Free + Paid)**


Email marketing made simple. There's a lot of email marketing platforms out there but Mailchimp is the simplest, cheapest and easiest to use.





PocketBook



Tracking Personal Expenses | **Pocketbook (Free)**

Your accounting program will track your business expenses. Pocketbook is a great way to stay on top of your personal finances, by syncing your bank account and keeping records automatically.

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