

5 ULTIMATE ONLINE BUSINESS TOOLS

Track What Matters, Stay Organized, Plan Ahead

1.



If you do any work online **LastPass** will save your sanity for sure. If you just started working online with your business you will soon discover that you'll need to use various online tools and programs that require passwords to keep your accounts secure. Don't fall into the trap of using your same password with small variations in it. Not only does this make it easy for your accounts to get hacked, you will also waste more time trying to figure out each password for each account. Talk about a time kill. For \$2.00 a month you can have peace of mind that all your accounts are secure and the ease of having to remember just one master password. Click this link, www.lastpass.com to check it out.

2. teamgantt

I think **Teamgantt** just became one of my favourite new online tools. Being efficient in managing your time and your projects is key to growing and enjoying your business whether it happens to be online or not. There's nothing worse than working on a client project and not be able to easily track who's working on what and how far along each task is from completion. Inside of **Teamgantt** you can place each task required for an entire project, include start and end dates, adjust timelines, collaborate with team members, hit deadlines and deliver within a budget. **Teamgantt** is free for 3 users and one project. It's definitely worth trying it out to see how much more efficient and on time your and your team can be. Hit the link, www.teamgantt.com, to have a peek.

3. zoom

Great client communication is a must if you're planning to stand out in any market. Taking care of those who are taking care of you cannot be emphasized enough. Emails are great but face to face at certain milestones can't be beat. You can still be face to face without actually being in the room with your client if you're using a program like **ZOOM**. **ZOOM** is a video and web conferencing service that is really easy to use. It's free with the basic package and comes with unlimited 1 to 1 meetings that can last up to 40 min. What's great about **ZOOM**, even with the free version, is that you can make a recording your meeting so as not to miss any important details. Have a look at www.zoom.us

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4. DIGITALMARKETER

Over the last 7 years I've spent a substantial sum of money on my marketing education and if you're a start up trying to save money, or a seasoned business owner who's looking to have more of your marketing done in house then **Digital Marketer Lab** may be the ticket for you. There's a lot that I love about the DM Lab: outstanding content, real business application, convenient to use, no fluff, up-to-date information and of course the accountability. The DM Lab offers all the areas that you're going to need in order to grow your business online: social media, e-commerce, traffic, email campaigns and a lot more. Each certification will not take you or your team months to go through and you can take them wherever and whenever you want. If you'd like someone in your corner showing you the way then get your invitation to **DM Lab for 30 day for only \$1.00**. Test run DM Lab by clicking on this link, www.digitalmarketer.com to see if it's right for you.

5.

I'm definitely a paper and pad kind of girl but **OneNote** is definitely curing me of this. I do a lot of research in my job, and I'm always capturing client information in one form or another. OneNote makes it easy for me to do just that. Putting important notes, ideas, research, or content in one place saves me so much time and helps me be efficient in my work. Besides that, I love the fact that I can add images, pdfs, written docs, video and audio recordings to a work space. Another thing that makes this app so great is that I can share everything that is captured in OneNote on all my devices. Oh, and one last thing... My team and I can collaborate in real time on any project which is so fantastic. Take it for a spin at www.onenote.com