Using Digital Technology To Your Advantage





Tool Name

- Summary
- Uses
- Cost
- Where to get it





Trello

- Online Project Management
- In one glance, Trello tells you what's being worked on, who's working on what, and where something is in a process.
- Cost = Free
- www.trello.com









Wave

- Cloud Based Accounting
- Designed for small business and organizations – It keeps track of finances and can run reports in a matter of seconds



- Cost = Free
- www.waveapps.com







Streak

- CRM for Your Inbox
- Allows sharing of responses, scheduled emails, email tracking, and it integrates into Gmail.
- Cost = Free
- www.streak.com









Square

- Mobile POS system
- Accept payments on the go with your iPhone, iPad, or Android.
- Cost = Free + 2.75% of each transaction
- www.squareup.com









Doodle

- Scheduling Made Easy
- Coordinate schedules and plan meetings without a massive email chain
- Cost = Free
- www.doodle.com









Google Hangouts

- Video/Chat/Mobile/Awesome
- Take Skype, Instant
 Messaging, Texting, Chatting,
 Video Conferencing,
 Webinars, and Live Streaming
 and put it in one tool.
- Cost = Free
- www.google.com/hangouts









Google Drive and Docs

- Microsoft Office, but better
- Collaborate with others on projects, store files online, and have free access to share through email and links.
- Cost = Free
- www.drive.google.com









PassPack

- Secure password database
- Never forget another password again. Passpack allows you to store, share, and change passwords in one secure location.



- Cost = Free
- www.passpack.com







Eventbrite

- Online event management system
- Set up events and sell tickets online. Integrates with Facebook and Twitter as well.
- Cost = Free + Cost for Paid Events
- www.eventbrite.com









Hootsuite

- One Stop Social Media Shop
- Hootsuite allows you to have all of your social media feeds in one place. It also allows you to schedule posts for future postings.
- Cost = Free or Paid Accounts
- www.hootsuite.com









Other Tools

- Evernote
- IFTTT
- Paper Karma
- Sign Up Genius
- SpotMe
- Do Not Disturb

- Genius Scan
- Tempo
- Starbucks App
- MeetInBetween
- Dropbox
- Pages



