



FREE  
BUSINESS  
STARTER  
TOOLS

Honor your vision  
without compromising your budget



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GOLD

# HAVE YOU COVERED THE BASICS?

Take an inventory of your current systems and structures for each category and reflect: What do I have in place? What are my needs? Is what I have in place effective? What are areas for improvement?

## COMMUNICATIONS

BUSINESS EMAIL PHONE VIRTUAL MEETINGS

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## TIME TRACKING

BILLABLE HOURS. REPORTS TIMESHEETS

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## SCHEDULING SYSTEMS

BOOKINGS APPOINTMENTS EVENTS

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## TIME MANAGEMENT

SCHEDULES MEETINGS DEADLINES

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## ACCOUNTING

EXPENSES BOOKKEEPING INVOICES

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## TRANSACTIONS

PAYMENTS RECEIPTS INCOME

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## FILE MANAGMENT

SHARING STORAGE EDITING

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## TASK MANAGEMENT

PLANNING TRACKING EXECUTING

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## DESIGN & MARKETING

IDENTITY BRANDING OUTREACH

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# SCHEDULING & COMMUNICATIONS

## TIME TRACKING

Clockify

MyHours

TimeCamp

Jibble

## TIME MANAGEMENT

Google Calendar

Edo Agenda

Cal

Timeblocks

## SCHEDULING SYSTEMS

Calendly

Square Up

HoneyBook

## COMMUNICATION PLATFORMS

Business Email:

Google Mail

GMX Mail

Zoho Mail

Virtual Meetings:

Google Meet

Zoom

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# STAY ORGANIZED

## BOOKKEEPING & ACCOUNTING

Expensify  
Zoho  
Akaunting  
Wave  
SlickPie

## TRANSACTIONS & PAYMENTS

PayPal  
Square  
Stripe  
Zelle  
Venmo  
Cash App

## FILE SHARING & STORAGE

iDrive  
Google Drive  
Air  
Drop Box  
Box

## CREATE & MANAGE DOCUMENTS

Google suite  
Microsoft Office  
ONLYOFFICE

## TASK MANAGERS

Trello  
Todoist  
MeisterTask  
Monday.com

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## DESIGN & MARKETING

Canva  
PosterMyWall  
Venngage  
Flyer Maker App

READY TO  
ELEVATE YOUR BRAND?

I CAN HELP TURN YOUR VISION  
INTO REALITY:

Custom Graphic Design  
Branding  
Packaging  
Website Design  
Marketing Materials  
Promotional Events

**BOOK YOUR CONSULTATION**

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