

# ONLINE BUSINESS TOOLS EXPERTISE

Good news! Many of the online tools mentioned below have free versions, with additional automation features available on paid plans.

- Document creation & sharing (Microsoft Word, Microsoft Excel, Microsoft Powerpoint, Pages, Numbers, Keynote, Google Docs, Google Sheets, Google Slides, Google Drive, Dropbox)
- Scheduling (Google Calendar, Calendly, Acuity)
- Video conferencing & live streaming (Google Meet, Zoom, Easy Webinar)
- Time tracking (Toggl, Clockify)
- Password sharing (LastPass, 1Password)
- Project & task management (Asana, Trello, ClickUp)
- CRM (Dubsado, SamCart, Honeybook, Streak, Mindbody, Brivity)
- Email marketing & communications (Gmail, ConvertKit, Flodesk, ActiveCampaign, Mailchimp, Constant Contact, Frederick, Shift, Slack)
- Online course & membership (Kajabi, Teachable, Thinkific)
- Editing & design (iMovie, Canva)
- Web design maintenance (Wix, Squarespace, GoDaddy, Wordpress)
- Social media management (Facebook, Instagram, LinkedIn, Business Suite, Hootsuite, Buffer, Later)
- E-commerce (Etsy, Shopify)
- Automations (Zapier)

...And as a life-long learner, this list is forever growing and evolving!