

# Top 10 Online Tools

◇◇◇ for small businesses ◇◇◇

I am often asked about the tools I use to keep my business running. Below are my top ten. I use these on a daily-weekly basis.

## 1

### FreshBooks

Cloud-based accounting for small businesses

#### Why

- Easy to use
- Customizable
- Integrates with Paypal

#### What

- Time tracking
- Invoicing
- Automated late payment reminders

#### Where

- Sign up free
- Plans start at \$19.95/month

*Go*

## 2

### Dropbox

Cloud storage for saving and sharing your files

#### Why

- Easy to use
- Able to share large files
- Access files from computer, web, or mobile

#### What

- Store files in one spot
- Share all file types
- Automagic syncing

#### Where

- Sign up free
- Plans start at \$9.99/month

*Go*

## 3 Google Drive

Cloud storage service

### Why

- Easy to use
- Already logged in to Google/Gmail
- Similar to other programs

### What

- Create documents
- Share documents
- Edit items with others in real time

### Where

- Sign up free

[Go](#)

## 4 Google Apps

Web applications provided by Google

### Why

- Easy to use
- Already logged in to Google/Gmail
- Seemingly unlimited apps to choose from

### What

- Google Drive
- Google Forms
- TweetDeck

### Where

- Sign up free

[Go](#)

## 5 Open Office

Open source productivity suite

### Why

- Easy to use
- Works with all file types
- Similar to other programs

### What

- Create documents
- Create spreadsheets
- Create presentations

### Where

- Sign up free

[Go](#)

## 6

## Hootsuite

Social media management system

### Why

- Easy to use
- All SM's in one spot

### What

- Scheduled posts across SM accounts
- Shorten and track links

### Where

- Sign up free
- Plans start at \$9.99/month

[Go](#)

## 7

## MailChimp

Email marketing service

### Why

- Easy to use, once you get used to it
- Customizable templates
- Keeps up with legal side of things

### What

- Monthly newsletters
- Create e-series
- Track what users are most interested in

### Where

- Sign up free
- Plans are available as monthly or pay-as-you-go

[Go](#)

## 8

## Canva

Amazingly simple graphic design

### Why

- Easy to use
- Customizable templates for SM, blogs and more
- Design tutorials

### What

- Create images and graphics
- Upload/edit your own images
- Download or link of your creation

### Where

- Sign up free
- Premium design elements are \$1.00

[Go](#)

## 9

## Last Pass

Secure password and data management

### Why

- Auto fills log in fields
- Only one password to remember!
- All passwords in on secure spot

### What

- Password keeper
- Password generater

### Where

- Sign up free
- Premium account is \$12/year

[Go](#)

## 10

## Acuity Scheduling

Online Appointment Scheduling

### Why

- Clients' schedule using pre-set time blocks
- Automagically converts time zones

### What

- Still getting used to this one!
- Embeds into your website
- Reminders for you and client

### Where

- Sign up free
- Plans start at \$10.00/month

[Go](#)

Note: a couple of these "Go" links are affiliate links

So, there you have it. And, as it turns out all of these programs have free sign ups!

Please feel free to share with anyone that might find this list helpful.

*Tweet It Out!*

# Let's Connect

Find me online

---

Twitter

.....

Facebook

.....

G+

.....

My Blog

---

[www.amygetsthingsdone.com](http://www.amygetsthingsdone.com)

[amy@porterofficesolutions.com](mailto:amy@porterofficesolutions.com)