



# **VA ESSENTIAL TOOLS**

**THE TOOLS  
YOU NEED TO  
RUN AN A VA  
BUSINESS**

**[WWW.VACT.CO.UK](http://WWW.VACT.CO.UK)**

## Analytics

### Google Analytics

Turn insights into action.

Improve performance across your sites, apps, and other marketing channels. Google Analytics and related products can help you turn customer insights into actionable solutions for your business.

<http://www.google.com/analytics/>

### Moz

An all-in-one set of Search Engine Optimization (SEO) research and analytics tools. There are 2 versions, a Pro, which is fairly expensive and a local version.

<https://moz.com/>

## Appointment Scheduling

### Acuity Scheduling

An online calendar for scheduling appointments. Syncs with google and iCal. Copes well with timezone conversions if working with clients in overseas locations.

<https://acuityscheduling.com/> -

Affiliate link: <https://acuityscheduling.com/?kw=YT0xMzM2MDI5Ng%3D%3D>

### Youcanbookme

YouCanBook.me is booking software that integrates with your Google or iCloud Calendar. Get a personalized scheduling page so your customers can book you online.

<https://youcanbook.me/>

### Timely

Scheduling and time tracking, simultaneously. Described by some as the time tracking app to end time tracking.

<https://timelyapp.com/>

### Calendly

A clean and simple looking calendar scheduling tool. Depending on whether you choose the free or paid version will dictate the number of events and level of personalisation.

<https://calendly.com/>

### Vcita

Online Scheduling transforms your website into a LiveSite offering self-service online appointment scheduling. Clients can schedule a consultation, an appointment or a service – at their convenience. vCita Scheduling Software integrates into any web or mobile site, email campaign and social network in just minutes. Keep in-sync with your existing business calendar and eliminate the back and forth communications in scheduling appointments, reminders and rescheduling.

[http://www.vcita.com/software/online\\_scheduling](http://www.vcita.com/software/online_scheduling)

### **Timetrade**

A modular platform that delivers integrated Online Appointment Scheduling, In-Store or In-Branch Customer Engagement and Prescriptive Path-to-Purchase Analytics. Generally VAs tend to only use the online appointment scheduling.

<http://www.timetrade.com/>

### **Doodle**

A calendar scheduling tool that allows you to coordinate multiple diaries at once find the best date that works for everyone.

<http://doodle.com/>

## **Book Keeping/Invoicing**

### **Excel Spreadsheet**

Bookkeeping is an essential part of your own VA Business and it is imperative that you keep records of your income and expenditure. Bookkeeping does not need to be on a fancy software system, it can be as simple as an excel spreadsheet.

### **Xero**

A cloud based accounting package that integrates with many of the other tools you require in your VA business. It allows you to run the financial side of your business from your Mac, PC, tablet or phone. It allows you and your accounting professional to view your accounts respectively and provides you with valuable real-time advice.

<https://www.xero.com/>

### **Kashflow**

Award winning accounting software with payroll. Cloud based accounting system, so it is accessible from anywhere. You can easily import data from Quickbooks, Sage or Excel. It also have a quote/estimate function, which you can turn into an invoice if it's accepted by the customer. Integrates with Mailchimp, Dropbox, Paypal, Stripe, WoldPay, Barclaycard and CRMs such as Capsule. Free trial for 14 days.

<http://www.kashflow.com/>

### **Quickbooks**

Cloud based, so easily accessible from anywhere. Recognised by HMRC. You can send invoice, track payments, manage VAT, track sales and expenses, connect to your bank account and work with your accountant. It also have a payroll function. Can sync with your paypal account and also integrates with other apps.

<http://quickbooks.intuit.com/>

### **Freshbooks**

Send invoices, track time, capture expenses, manage the numbers. Cloud based accounting system. Get paid by credit card. Integrates with PayPal, Stripe and Authorize.net. Time tracking enables you to also use for your team. Integrates with Capsule CRM, ActiveCampaign, Mailchimp, Toggl and many more.



<http://www.freshbooks.com/>

### **Harvest**

A cloud based invoicing system. This can be accessed by you or your team members in your business. Depending on the package you buy, it allows clients and other businesses to pay instantly by credit card and collect money.

<https://www.getharvest.com/>

### **Sage**

Manage invoicing, manage payments, manage people and payroll and accept payments. A complete business management system to run your business effectively.

<http://www.sage.com/company>

### **Expensify**

Use this application to record business related expenses. Take a photo of the receipt from within the app, tag the expense and add any notes – then sync to your accounting package.

<https://www.expensify.com/>

### **Wave App**

A free, 100% free online accounting, expense management, payroll management and invoicing tool that connects to your bank account. Not only can you use it for your business, but you can also use it for your personal finances to help you stay on track with your money. Integrates with Stipe so you can be paid by credit card.

[https://www.waveapps.com/accounting/?utm\\_source=Wave&utm\\_medium=-&utm\\_campaign=OptAcc](https://www.waveapps.com/accounting/?utm_source=Wave&utm_medium=-&utm_campaign=OptAcc)

### **Zoho**

An office suite that enables you to run your business from one online business tool. It is an entire operating systems. Integrated with Google Apps for work.

Easy online accounting software in the cloud. Send invoices to clients and get paid faster. Create your own perfect invoice that works with your brand. If you are a product or subscription based business, there are additional parts to the Finance module that would be of benefit. You can also manage your expenses, all in one place.

<https://www.zoho.com/>

### **Paymo**

As well as having a time tracking function, Paymo also allows you to create invoices, estimates and expenses. Create invoices that reflect your brand. Integrate with PayPal, Stripe or Authorize.net for faster payment.

<https://www.paymoapp.com/invoicing-financial-addons/>

## Cloud Based Storage

### Box

Secure online cloud storage system. Access your files from anywhere. Loved by corporate clients as it meets their security policies. Sync with your computer to ensure that if your computer breaks or your laptop/iPad is stolen, all your data is safe and secure in one place.

[https://www.box.com/en\\_GB/home/](https://www.box.com/en_GB/home/)

### Dropbox

An application to share files between others. I am able to give them access to both folders or files. It syncs automatically between devices, and runs in the background on my main computer. Its great for sharing large files without the hassle of sending large attachments. Dropbox will generate links for documents kept in its folders and you can use html tags that can be referenced in Asana / Evernote etc.

<https://www.dropbox.com>

### Google Drive/Apps

A free online storage up to 15GB of space, that connects and syncs across platforms. You can collaborate with others, view, download or work concurrently with someone else on a document.

<https://www.google.com/drive/>

### One Drive

Microsofts version of Google Drive. You can only share and collaborate on a document if the other person also has a Microsoft account.

<https://onedrive.live.com/about/en-gb/>

### Amazon S3

Amazon Simple Storage Service (Amazon S3), provides developers and IT teams with secure, durable, highly-scalable object storage. Amazon S3 is easy to use, with a simple web service interface to store and retrieve any amount of data from anywhere on the web. With Amazon S3, you pay only for the storage you actually use. There is no minimum fee and no setup cost.

<https://aws.amazon.com/s3/>

## Collaboration Tools

### Dropbox

An application to share files between others. I am able to give them access to both folders or files. It syncs automatically between devices, and runs in the background on my main computer. Its great for sharing large files without the hassle of sending large attachments. Dropbox will generate links for documents kept in its folders and you can use html tags that can be referenced in Asana / Evernote etc.

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**Google Drive/Apps**

A free online storage up to 15GB of space, that connects and syncs across platforms. You can collaborate with others, view, download or work concurrently with someone else on a document.

<https://www.google.co.uk/docs/about/>

**One Drive**

Microsoft's version of Google Drive. You can only share and collaborate on a document if the other person also has a Microsoft account.

<https://onedrive.live.com/about/en-gb/>

**Box**

Secure online cloud storage system. Access your files from anywhere. Loved by corporate clients as it meets their security policies. Share externally, use for Project Management, post comments and assign tasks. Get real time updates.

[https://www.box.com/en\\_GB/business/online-collaboration/](https://www.box.com/en_GB/business/online-collaboration/)

## CRM Tools

The manual rolodex was the most simple form of a CRM tool – try them out and see what works for you. A lot depends on what you want to use it for.

**Capsule**

A cloud based CRM system that will allow you to integrate your accounts, newsletters and website contact form in one place. Capsule integrates with multiple other apps, which reduces the need for duplicate data entry/duplication of effort.

<https://capsulecrm.com/>

**Insightly**

A powerful cloud based CRM system that integrates with loads of different apps including Google Apps and Outlook, Xero and QuickBooks, Box, Dropbox, OneDrive, Google Drive, Mailchimp, Zapier, Evernote and more. Providing a one stop shop for managing your leads, sales pipelines, project management as well as tasks and events.

<https://www.insightly.com/>

**Zoho**

Zoho CRM gives you a 360-degree view of your complete sales cycle and pipeline. Identify trends, spot opportunities, increase efficiency and reduce costs with the right answers, right now. CRM for Google Apps. Plugin for Microsoft Outlook.

<https://www.zoho.com/crm/>

**Infusionsoft**

Manage your business from one online tool. Import and organize the contacts that come to your business (both online and offline) with tagging and segmentation.

<http://www.infusionsoft.com/>

## Domain Name Purchase

### **123-Reg**

<http://123-reg.co.uk>

## Email Management

Deleting is not the answer!  
Boomerang.

## Event Management

### **Eventbrite**

Sell tickets, promote, host and manage your events. Create classes, festivals, fundraisers, music, conferences, sport, politics and parties. Setup and receive payment. Fees apply to paid events,

<https://www.eventbrite.com/how-it-works/>

### **Yapsody**

Yapsody is similar to Eventbrite but its a free event ticketing platform for general admission events! No Yapsody service fees to presenter & customers for General Admission Events!

<https://www.yapsody.com/ticketing>

### **Ticket Tool**

Free online event ticketing software.

<https://tickettool.net/>

### **Meetup**

If you are looking to create a free events on a regular basis, why not create a meetup group. That way you can connect like minded individuals and create events within the group for everyone to attend, such as a coffee morning, lunch or an evening networking event.

<http://www.meetup.com/>

## Form Building

### **Jotform**

Jotform's form builder lets you create and publish forms online, anywhere, any time. It has a drag and drop interface for creating forms.

<http://www.jotform.com/>

### Google Forms

Create beautiful forms to collect key information. Plan your next camping trip, manage event registrations, whip up a quick poll, collect email addresses for a newsletter, create a pop quiz, and much more.

<https://www.google.com/forms/about/>

## Graphic Tools

### GetStencil

Similar to Canva – has a free and a paid for version. This is my preferred tool for creating social media posts (has lots of templates and quotes, pre-set sizes etc ready to use).

Affiliate link: [https://getstencil.com?tap\\_a=9103-1801f8&tap\\_s=39992-3154ab](https://getstencil.com?tap_a=9103-1801f8&tap_s=39992-3154ab)

Non-affiliate link: [www.getstencil.com](http://www.getstencil.com)

### Colorpic

A handy free tool for anyone working with websites or graphics. If you are not sure of the correct colour or of the name of the colour – you can hover this tool over the colour and it will advise.

[www.iconico.com/colorpic](http://www.iconico.com/colorpic) (\*Windows only)

### Picmonkey

Edit your pictures using PicMonkey. Add filters, text, frames, effects online and for free. It's also a great tool to create memes and graphics to share across social media.

<http://www.picmonkey.com/>

### Canva

Canva makes design simple for everyone. Create designs for Web or print: blog graphics, presentations, Facebook covers, flyers, posters, invitations and so much more. There are thousands of premade layouts that you can use to create your own images, as well as free icons and shapes you can use and a large selection of fonts.

<https://www.canva.com/>

### Powerpoint

You can also use PowerPoint to design and create graphics, charts and anything else you would like to share online.

### Photoshop

The learning curve with Photoshop is high at first, but you don't need to be a graphic designer to create some great works with this tool.

<http://www.photoshop.com/>

### Share As Image

Share As Image lets you add text to any image from anywhere on the web.

<https://shareasimage.com/>

### **Pixlr**

A free online image editor. Apply quick fixes, overlays, filters, and stickers to make any photo beautiful. Similar to Instagram but web based.

<https://pixlr.com/>

### **GimpShop**

A free alternative to photoshop, although not as good.

<https://www.gimpshop.com/>

## **Membership Sites**

### **Wishlist**

A powerful, yet easy to use membership solution that can turn any WordPress site into a full-blown membership site. Just unzip and upload the plugin, and within minutes you'll have your own membership site up and running... complete with protected, members-only content, integrated payments, member management, and so much more! Integrates with lots of different apps.

<http://member.wishlistproducts.com/>

### **eMember**

WordPress eMember is a powerful WordPress Membership Plugin that can turn your existing or new WordPress site into a fully featured membership site easily. Install the plugin, follow our video tutorials and within minutes you will have your own membership site ready to go!

<https://www.tipsandtricks-hq.com/wordpress-emember-easy-to-use-wordpress-membership-plugin-1706>

### **OptimizePress**

Wordpress plugin. Use for landing pages, sales pages, Thank you pages, affiliate management, membership, webinar and events, launch pages and other pages,

<https://marketplace.optimizepress.com/product-category/membership-pages/>

### **Simplero**

Perfect for information products. Simplero does all this for you:

- Email marketing
- Products of any kind - courses, downloads, sessions, subscriptions, and much more.
- Member sites
- Responsive and mobile-optimized
- Incredible support
- Fast & global with servers all over the world

<https://simplero.com/>

## Newsletter / Broadcast Software

### FREE:

#### **Mail Chimp**

Free, simple, easy to use online email marketing solution to manage contacts, send emails and track results. Offers plug-ins for other programs.

<http://mailchimp.com/>

#### **Madmimi**

*Mad Mimi* makes it simple to send HTML email newsletters, grow your subscribers and manage your email list.

<https://madmimi.com/>

### PAID:

#### **ConvertKit**

Send newsletters, design beautiful email campaigns, and keep in touch with your contacts and customers. Starts at \$29 per month. This is what I use in my business.

Affiliate Link: <http://mbsy.co/convertkit/32192904>

Non-affiliate link: <https://convertkit.com>

#### **Active Campaign**

Send newsletters, design beautiful email campaigns, and keep in touch with your contacts and customers.

<http://www.activecampaign.com/>

#### **Aweber**

Easy to use and affordable email marketing and autoresponder software. Connect with Facebook, WordPress, LeadPages, PayPal.

<https://www.aweber.com/landing.htm>

#### **Constant Contact**

You can create effective email marketing and other online marketing campaigns to meet your business goals. Integrates with social media.

<http://www.constantcontact.com/uk/home-page>

#### **Campaign Monitor**

Campaign Monitor makes it easy for you to create, send, and optimize your email marketing campaigns.

<https://www.campaignmonitor.com/>

#### **Infusionsoft**

<http://www.infusionsoft.com/>

**Simplero**

With Simplero's powerful yet simple and fun to use automation engine, you can completely automate your email marketing. Tag people, send emails, text messages, drip content in our member sites, or connect with other systems using our webhooks and integrations. You can segment your contacts.

<https://simplero.com/features/email-marketing-for-infoproducts>

## Online Payment Tools

**Paypal**

Paypal is probably the easiest and one of the best ways to accept payments. Easily integrates with many third party payment providers to allow for more advanced options.

<https://www.paypal.com/ch/webapps/mpp/home>

**World Pay**

Worldpay provides secure payment services for small and large businesses, including payments online, card machines and telephone payments. Pay face to face, online, by phone, card payments on your phone,

<http://www.worldpay.com/uk>

**Stripe**

Stripe is a payment platform that integrates with other apps. It has completely customisable checkout pages. No need to design payment forms from scratch. Stripe Checkout offers a beautiful, customizable payment flow that works great across desktop and mobile. When you use Checkout, you're always up-to-date, with no extra code required.

<https://stripe.com/>

**GoCardless**

Operating on the Direct Debit Scheme – GoCardless is cheaper than Paypal or Stripe in fees. Works across Europe and integrates with accountancy software.

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

**Authorize.net**

Credit card payments. Accept payments online.

<https://www.authorize.net/>

**E-junkie**

Shopping cart for selling both downloads and physical goods. E-junkie has no setup fee, no transaction fee, no bandwidth fee, no transaction limit and no bandwidth limit. Integrates with multiple payment providers.

<http://www.e-junkie.com/>

### **Woo-commerce**

The world's favorite eCommerce solution that gives you complete control to sell anything. Built to integrate seamlessly with wordpress. Install as a plugin. You can sell anything, physical or digital. Integrates with Stripe, PayPal, WorldPay.

<http://www.woothemes.com/woocommerce/>

## **Password Management**

### **Lastpass\*\*\*\***

Free allows me to keep my passwords in one centralised location and effortlessly retrieve them.

<https://lastpass.com/>

### **1Password**

Simple convenient password security in one place. Works with Mac, Windows, iOS and Android as well as web browsers.

<https://agilebits.com/onepassword>

## **Podcasting Hosting**

### **Blubrry**

The podcasters tools of the trade. A service that allows you to embed your podcast on your website / blog.

<https://www.blubrry.com>

### **Libsyn**

*Libsyn* (Liberated Syndication) offers the best, most complete podcast hosting and publishing services available. Starts at \$5 a month.

<https://www.libsyn.com>

### **SoundCloud**

A free audio platform that enables sound creators to upload, record, promote and share their originally-created sounds. Starts at 5 EUR a month.

<https://soundcloud.com/>

### **PodOmatic**

Free podcasting.

<https://www.podomatic.com/login>

[https://www.podomatic.com/quick\\_post](https://www.podomatic.com/quick_post)

### **Podbean**

With Podbean, you can create professional podcasts in minutes without any programming knowledge. Our user-friendly interface allows you to upload, publish, manage and promote your podcasts with just a few clicks of your mouse. Just point, click and execute. Plans start at \$3 a month.

<http://www.podbean.com/>

**Powtoon**

*PowToon* is an online business presentation software tool that allows you to create free, cool, and awesome animated video explainers.

<http://powtoon.com>

## Presentation Sharing

**Slideshare**

This app is to slides what YouTube is to video. You can upload your presentations and share them with colleagues, audiences you have presented to in the past etc. You can give them a private or public.

<http://www.slideshare.net>

## Project Management

**Asana**

A Project Management tool or business management hub. The ability to keep processes, templates or as individual projects. Easily navigable and great for collaborating with others.

<https://asana.com>

**Trello**

Trello is the free, flexible, and visual way to organize anything with anyone. Drop the lengthy email threads, out-of-date spreadsheets, no-longer-so-sticky notes, and clunky software for managing your projects. Trello lets you see everything about your project in a single glance.

<https://trello.com>

**Basecamp**

Project Management. Basecamp is the leading web-based project management and collaboration tool. To-dos, files, messages, schedules, and milestones.

<https://basecamp.com>

**Nozbe**

Web based project and task management tool. Busy people and effective teams get tasks and projects done thanks to Nozbe system and apps for the Mac, Windows, Linux, Android, iPad and iPhone.

<https://nozbe.com>

**Evernote**

A digital notebook. You can store everything in here, from receipts, web clippings, notes, you name it you can store it. Evernote integrates with a lot of other apps. Free and paid for versions available depending on the type of services within it you want to use.

<https://evernote.com>

Affiliate link: <https://evernote.grsm.io/AmandaJohnson>

### **Todoist**

Todoist is the best online task management app and to-do list. For Web, iPhone, iPad, Android, Chrome, Outlook and many more! Clean, simple and easy to use interface.

<https://en.todoist.com>

### **Wunderlist**

Wunderlist is the easiest way to get stuff done. Whether you're planning a holiday, sharing a shopping list with a partner or managing multiple work projects.

<https://www.wunderlist.com>

## Sales Funnels

### **Leadpages**

<http://www.leadpages.net/?v=open-2>

### **Infusionsoft**

<http://www.infusionsoft.com>

### **Simplero**

<https://simplero.com>

### **OptimizePress**

<http://www.optimisepress.com>

## Screen Shot/Capture/Casting Software

### **Jing**

A nifty little tool that allows you to record a video of what is happening on your screen (known as a screencast) and send it to your clients. It's a much quicker method than writing long word documents with screen shots in it. You can even specify which parts of the screen you want to record so that you don't have to close everything down. Jing can record your commentary at the same time as you record your screen.

<https://www.techsmith.com/jing.html>

### **QuickTime (Apple only)**

<https://www.apple.com/quicktime/download/>

### **CamStudio (PC only)**

<http://camstudio.org>

### **Snagit**

<https://www.techsmith.com/snagit.html>

### **Skitch**

A free tool that is an add on to Evernote to take screen shots that can be edited – screen shot is of a great quality and there is the ability to leave written comments of top of a static page. A great tool for giving instructions to clients.

<https://evernote.com/skitch/>

### **Screenflow**

<http://www.telestream.net/screenflow/overview.htm>

### **Camtasia**

Available for Mac or PC, this downloadable desktop programme allows you to capture your screen as well as edit and export videos. Very easy to use and great for tutorial videos.

<http://www.techsmith.com/camtasia.html>

### **Clarity**

<http://www.clarify-it.com>

### **Greenshot**

<http://getgreenshot.org>

### **Skype**

Ability to share your screen with those you are in a call with over skype.

<http://www.skype.com/en/>

### **Teamviewer**

<https://www.teamviewer.com/en/index.aspx>

## **Social Media Content Curation Tools**

### **Topsy.com**

<http://topsy.com>

### **Buffer**

Buffer allows you to save an article that you come across on line and share across social media platforms. Browser add ons are available and so with a click on this icon, you can create a social media post in seconds. Both free and pro versions available.

### **Meet Edgar**

Social media management and curation tool. Add content to your library, create a schedule and set up your queue to run and post content in the background. The more content you have, the less likely you are to run out.

<http://meet Edgar.com>

**Love Post Planner**

Social media posting tool for small businesses. Currently only works with Facebook and Twitter. Schedule posts in Facebook, for pages and groups as well as Twitter. Similar functionality to Meet Edgar. You can repurpose trending content, both articles and memes/graphics (which you can also edit within the tool using Canva).

<https://love.postplanner.com/login>

**Feedly**

Feedly helps you to curate content to write blog posts or to share across social media by neatly organising feeds from websites and blogs that's useful to your business and clients.

<https://feedly.com>

**Pocket**

Collect articles in Pocket to read later (you can even read them offline) or to share across social media.

<https://getpocket.com>

## Social Media Scheduling

**ContentCal**

A relatively new software scheduling tool, created by Social Media Managers. Free trial and save 10% via this link: [https://sign-up.contentcal.io/sign-up/step-1?utm\\_source=VACT](https://sign-up.contentcal.io/sign-up/step-1?utm_source=VACT)

**Buffer**

A social media scheduling tool. You can add tweets to a free Buffer account whenever you want and spread them out during the day according to a schedule you create. Paid versions available with more advanced features.

<https://buffer.com>

**Hootsuite**

Hootsuite allows you to manage multiple social media accounts, across multiple social networks and offers analytics. One of the best free tools to get started. The pro version has more advanced features.

<https://hootsuite.com>

**Meet Edgar**

Social media management and curation tool. Add content to your library, create a schedule and set up your queue to run and post content in the background. The more content you have, the less likely you are to run out.

<http://meet Edgar.com>

**Sprout Social**

Social media management and reporting tool. Similar to Hootsuite in terms of functionality. Big selling point is the calendar view for scheduling, much more user friendly view and easy to use.

<http://sproutsocial.com>

## Stock Photos - Free

*Check the licensing agreements to make sure you can use for personal and commercial use. Also check to see if you have to credit the image source.*

### **Barn Images**

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

### **Death to the Stock Photo**

<http://deathtothestockphoto.com>

### **Dollarphoto**

<https://www.dollarphotoclub.com>

### **Dreamstime**

<http://www.dreamstime.com>

### **Free Images**

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

### **Gratisography**

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

### **Little Visuals – sad story that goes with this site.**

[www.littlevisuals.co](http://www.littlevisuals.co)

### **Morgue File**

<http://www.morguefile.com>

### **Pexels**

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

### **Picjumbo**

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

### **Pixabay**

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

### **RGB Stock**

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

### **Unsplash**

<https://unsplash.com>

**Share As Image**

<https://shareasimage.com>

**Stock Photos - Paid**

A number of these paid for sites below offer free images each month for being on their mailing list, I totally recommend finding the ones whose style you like and signing up for them.

**Styld Stock Sociey – this is what I use in my business for my flatlays and for keeping on brand!**

Affiliate link: <https://styldstocksociety.com?aff=971>

**123 RF**

[www.123rf.com](http://www.123rf.com)

**Dollar Photo Club**

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

**Dreamstime**

<http://www.dreamstime.com>

**Fotolia**

<https://en.fotolia.com>

**iStock**

<http://www.istockphoto.com>

**Shutterstock**

<http://www.shutterstock.com>

**Yay Images**

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

**Haute Chocolate**

<http://www.hautechocolate.ca>

## Surveys

### Google Forms

Create surveys, plan a poll, create a quiz using Google Forms. Then schedule the responses automatically into a Google Spreadsheet. Easy to set up, can customise to add your logo and reflect your brand.

<https://www.google.co.uk/forms/about/>

### Survey Monkey

Free online survey software. Create and publish surveys online, either invite people directly or send the link to people to complete.

<https://www.surveymonkey.com>

## Time Tracking Software

### Paymo

Time tracking & Invoicing that is web based.

<https://www.paymoapp.com/time-tracking/>

### Harvest

A cloud based invoicing and time tracking system. This can be accessed by you or your team members in your business. Depending on the package you buy, it allows clients and other businesses to pay instantly by credit card and collect money.

<https://www.getharvest.com/>

### Toggl

Simple, free, easy to use time tracking software that works online as its web based, but you can also install add ins to your web browser and download the app/widget for both Windows and Mac.

<https://www.toggl.com/>

### Minutedock

This is my favourite time tracking software – it allows me to share the time information with my clients. Logging time is simple. Minutedock can be operated via several machines as it is web based. You can add team members to the account, who can track the work they do for you clients and it will automatically get added to the clients records. Minutedock integrates with many accounting software.

It is the simplest and most effective for me.

<https://minutedock.com>

Affiliate link: <https://minutedock.grsm.io/AmandaJohnson>

## Transcription Software

### **Express Scribe**

A great piece of free software (a lot of professional transcriptionists get by on the free version of this software) You simply open the software, open the audio file and transcribe! The difference between the free and the pro is the type of files you can transcribe.

<http://www.nch.com.au/scribe/>

## Video Conferencing/Recording

### **Skype**

<http://www.skype.com/en/>

### **Live Videos, instructional videos and webinars**

#### **GotoMeeting**

<http://www.gotomeeting.co.uk>

**Zoom – this is what I use in my business for calls with clients and for recording webinars**

<https://zoom.us>

#### **Google Hangouts**

<https://hangouts.google.com>

#### **Instant Teleseminar**

<http://instantteleseminar.com>

### **Recorded videos**

#### **Screencast o Matic**

<http://www.screencast-o-matic.com>

#### **Windows Movie Maker**

<http://windows.microsoft.com/en-gb/windows-live/movie-maker>

#### **Camtasia**

An easy programme to allow you to capture your screen as well as edit export video.

<http://www.techsmith.com/camtasia.html>