



Bought to you by Kathy Russell and Angela Hall @ [thathelpfulchick.com](http://thathelpfulchick.com)

**Last Pass** <http://lastpass.com>

One of the most useful tools we've found for managing passwords. You only need to remember one master password, LastPass generates and saves passwords for all secure sites. The premium version allows you to access from your tablet or smart phone.

**Evernote** <https://www.evernote.com>

This is an online productivity tool for making notes and documents. These can be shared and used across all devices, so accessible anywhere. You can also snap a photo and add it to the project.

**Google Drive** <https://drive.google.com>

A great free alternative to Microsoft Office. You can create spreadsheets, presentations, docs, forms and drawings. All these can be shared with other users, either a single document or you can create a shared folder for collaborations.

**Mindmeister** <https://www.mindmeister.com/>

An online mind mapping tool that lets you capture, develop and share ideas visually. Mind mapping editor for brainstorming, note taking, project planning and any other creative tasks. MindMeister is completely web-based, which means there's no download and no updating.

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

A program that lets you capture basic video, animation, and still images. Handy for quickly explaining something not easily put into words. Needs to be downloaded and installed on your computer.

**Small PDF** <https://smallpdf.com/>

Online file converter, to convert most document formats.

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

An excellent free tool for creating designs for the web or printing. You can create such things as blog graphics, presentations, Facebook covers, flyers, posters, invitations etc.

**Day Deed** <https://daydeed.com/>

You can keep track of your daily habits and start to build good habits which stick. From daily tasks, to weekly sessions, measuring performance, DayDeed lets you track your achievements in a flexible way.

**Readability Score** <https://readability-score.com/>

No matter how good you are at writing, it's important your articles, newsletters, etc are readable. This tool lets you measure and improve the readability of your newsletters and articles.

**Hemingway App** <http://www.hemingwayapp.com/>

Online copywriting tool that helps to improve the readability of your articles. It makes suggestions for simplifying your prose.

**Habit List** <http://habitlist.com/>

includes everything you need to reach your goals, wrapped in a really nice and easy to use interface. It motivates you, helps you stay focused, and keeps you on track. It's for all the little things that make a big difference.

**Online converter** - <http://www.online-convert.com/>

Tool for converting most file types to any format, such as videos, images and more.

**Clipping Magic** <https://clippingmagic.com/>

A really handy tool for quickly removing the background from images

**Grammarly** <http://www.grammarly.com/>

This is a browser extension that checks your spelling as you type. Works everywhere such as in Facebook, Google Docs, while you're creating articles on your website etc. The free version is sufficient for most tasks.

**Taco** <https://tacoapp.com/>

Displays all your tasks on one screen and works with more than 40 services

**My Morning Routine** <http://mymorningroutine.com/>

If you need a bit of motivation to get you started in the morning this is a handy tool. Inspiration from the routine of people like writers, entrepreneurs, frequent travelers, and more.

**Blinkist** <https://www.blinkist.com/en/>

1,000+ best-selling nonfiction books, abbreviated into powerful packs you can read in just 15 minutes.

**Zapier** <https://zapier.com/>

Easy automation for busy people. Zapier moves info between your web apps automatically, so you can focus on your most important work. A bit of a learning curve but very useful.

**Wunderlist** <https://www.wunderlist.com/>

An online organizer to help you get stuff done. You can manage multiple work projects or simple to do lists. Wunderlist will help you tick off all your personal and professional to-dos.

**Trello** <https://trello.com/>

Another project organizer which is more visual than Wunderlist. Trello's boards, lists, and cards lets you organize and prioritize your projects in a fun and flexible way.

**Papers 3** <http://papersapp.com/ios/>

Paper lets you draw on photos, create diagrams, charts, and drawings, and create checklists and other notes with ease. It's just like using pen and paper!

**Plan** <https://getplan.co/login>

A bit like an online Filofax to help organize your life. Plan helps you to manage everything you have to do and everywhere you have to be.

**Day One** <http://dayoneapp.com/>

Journaling app which makes it easy to enter your thoughts and memories and have them synced and backed up in the cloud. It's nicely designed and encourages you to want to write more.

**Feedly** <https://feedly.com/>

News reader app which lets you follow your favourite site closely. Discover, organize, read, share, search and save all your frequently visited sites.

**Focuser** <http://www.focuser.com/>

Designed to work with Google Calendar. Focuser optimizes your schedule in Google Calendar so you're making more consistent progress towards your goals.

**Trackr**

<https://chrome.google.com/webstore/detail/trackr/pccehhnicffhgffhdfgainipddlopme?hl=en>

A chrome extension that tracks the time you spend on websites. Easy to let time disappear when you're online!

**Todist** <https://en.todoist.com/>

Keeping an eye on your big goals is easy, but remembering all the tiny errands that come and go can get tricky. Todoist is an excellent task management app for managing your to-do lists.

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## **Awesome Paid Tools**

As you've seen, there are some great free tools out there, but if the budget allows, here are some awesome paid ones we use.

[Siteground](#) – If you have a website then you need reliable hosting. We've never had any downtime with Siteground and the support is excellent. Competitive pricing makes this a great option for website hosting.

[Soda Popper](#) – Make sure you're always credited for your affiliate sales with this WordPress plugin.

[Affiliate Black Book \(3\)](#) – Words can't describe how much this book has helped us in our business. Everything you need to know about building a fully automated online business. A large section devoted to mindset, one, if not THE most important aspect of any business! It certainly helped, and continues to help our productivity.

[Money Map](#) - If you've been frustrated by traffic that doesn't convert Money Map X contains the solution to that problem. Because sorting out the nature of traffic, and how to make it convert, differs from traffic source to traffic source.

[Jaaxy](#) – Excellent keyword research tool. Fast and easy to use, helping to speed up your niche research.

