

Digital 319

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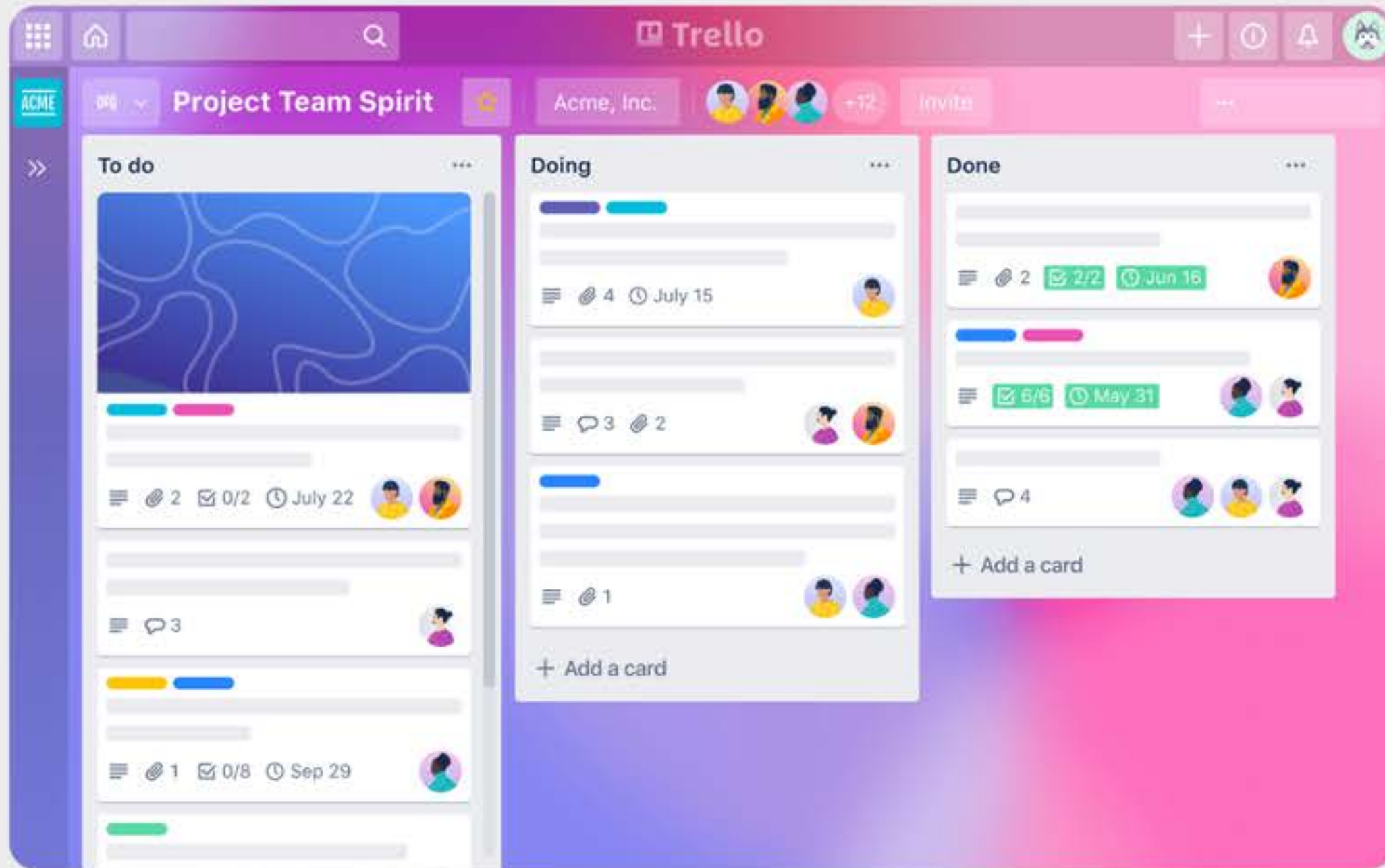
TOOLS TO GET YOUR BIZ ROLLIN'

NUTHIN' LIKE A FRESH SET OF TOOLS

The wrong toolset or not having any at all can make or break your business. And we don't like the sound of any businesses breaking around here so, *insert this helpful af doc*.

Here's a rundown of operational tools we use to keep D319 running and we hope they help your biz run smoothly too. Drop a comment on our socials and let us know how you like this!





TRELLO.COM

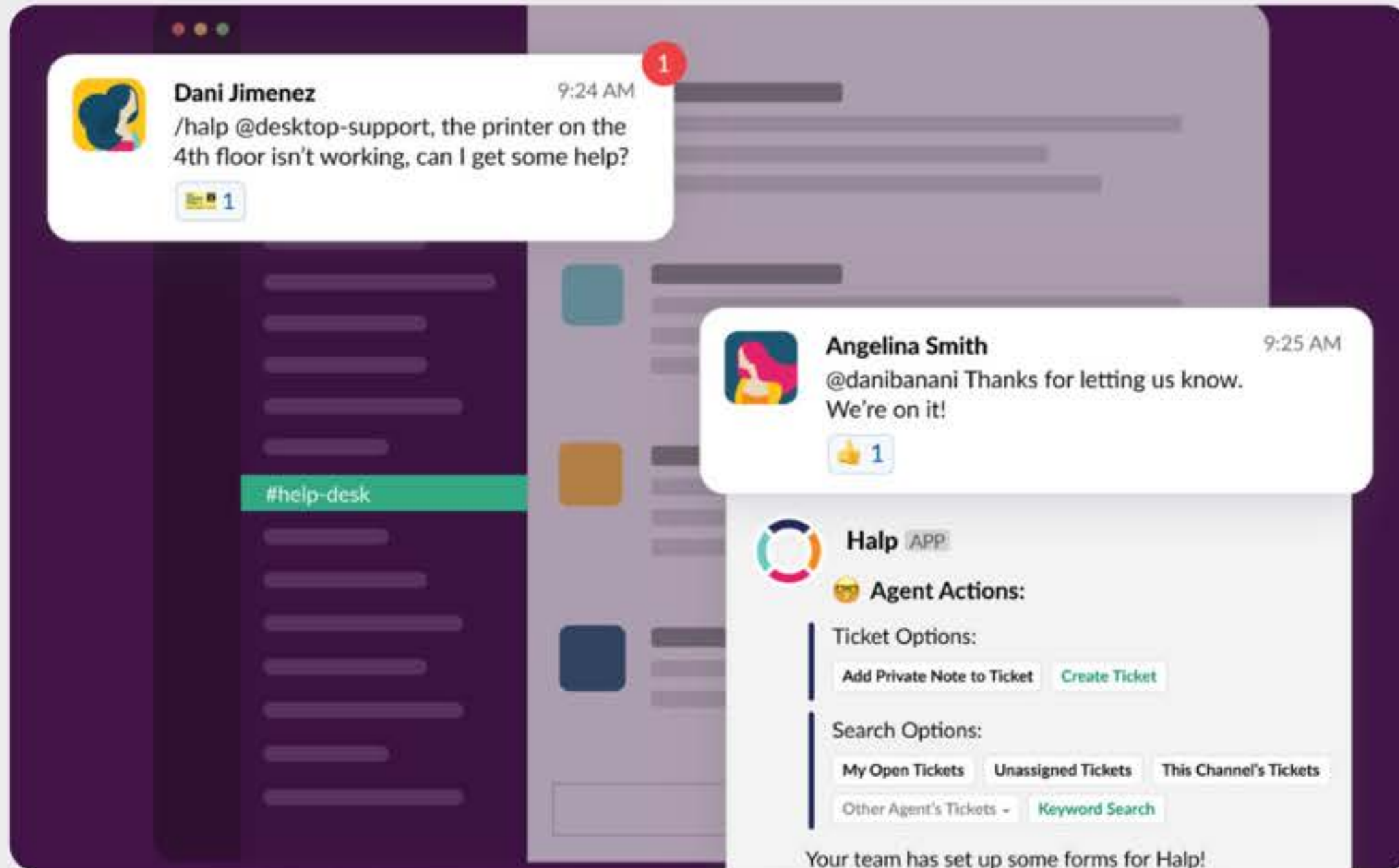
TRELLO

—————Your to-do list

We use this as a daily task log or idea dump hub.

Trello is the visual work management tool that empowers teams to ideate, plan, manage, and celebrate their work together in a collaborative, productive, and organized way. Whether you and your team are starting something new or trying to get more organized with your existing work, Trello adapts to any project.

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SLACK.COM

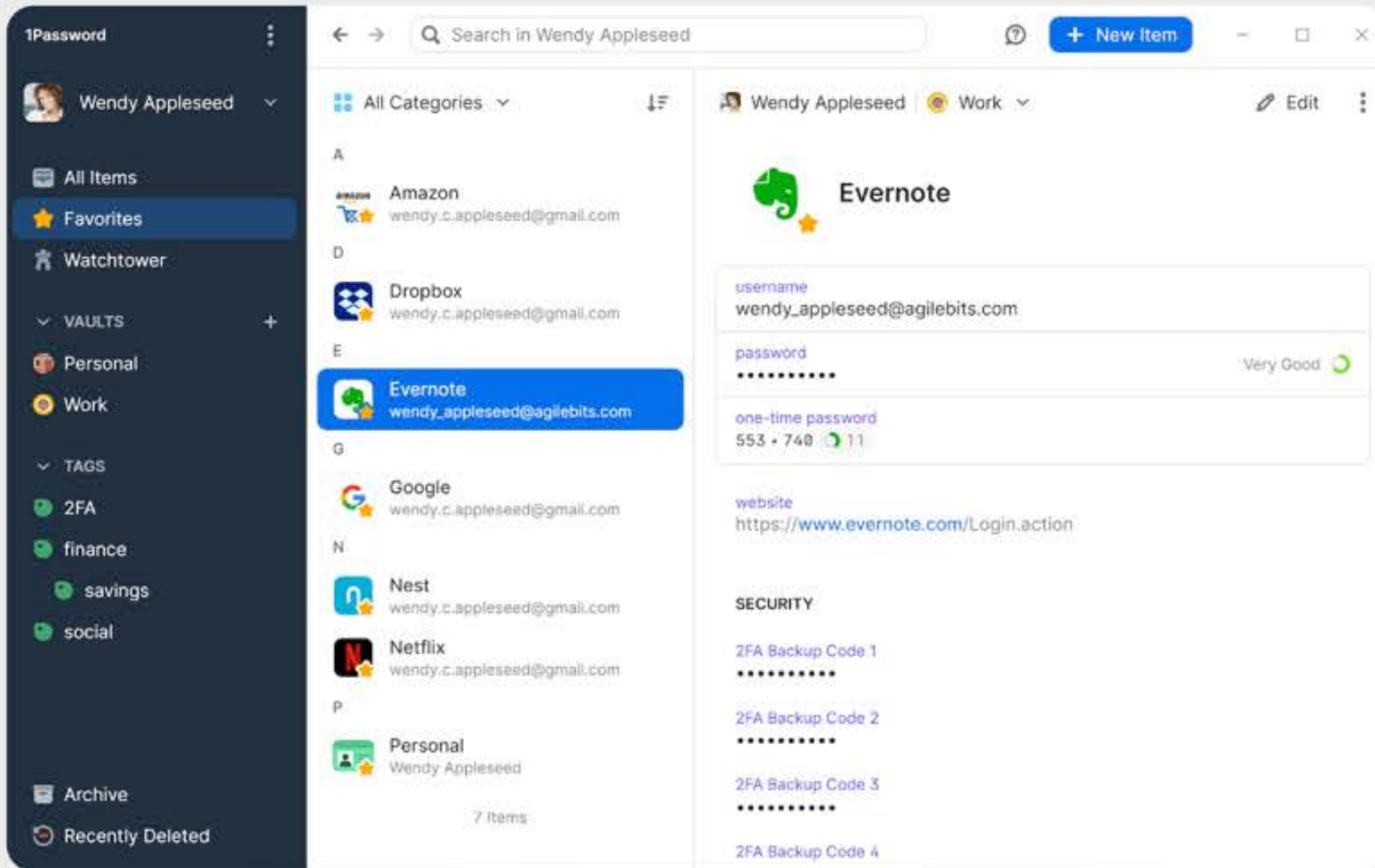
SLACK

Keep in Touch

We use this as a team chat channel or virtual employee break room.

Slack is a messaging app for business that connects people to the information they need. By bringing people together to work as one unified team, Slack transforms the way organizations communicate.

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1PASSWORD

Keep it safe

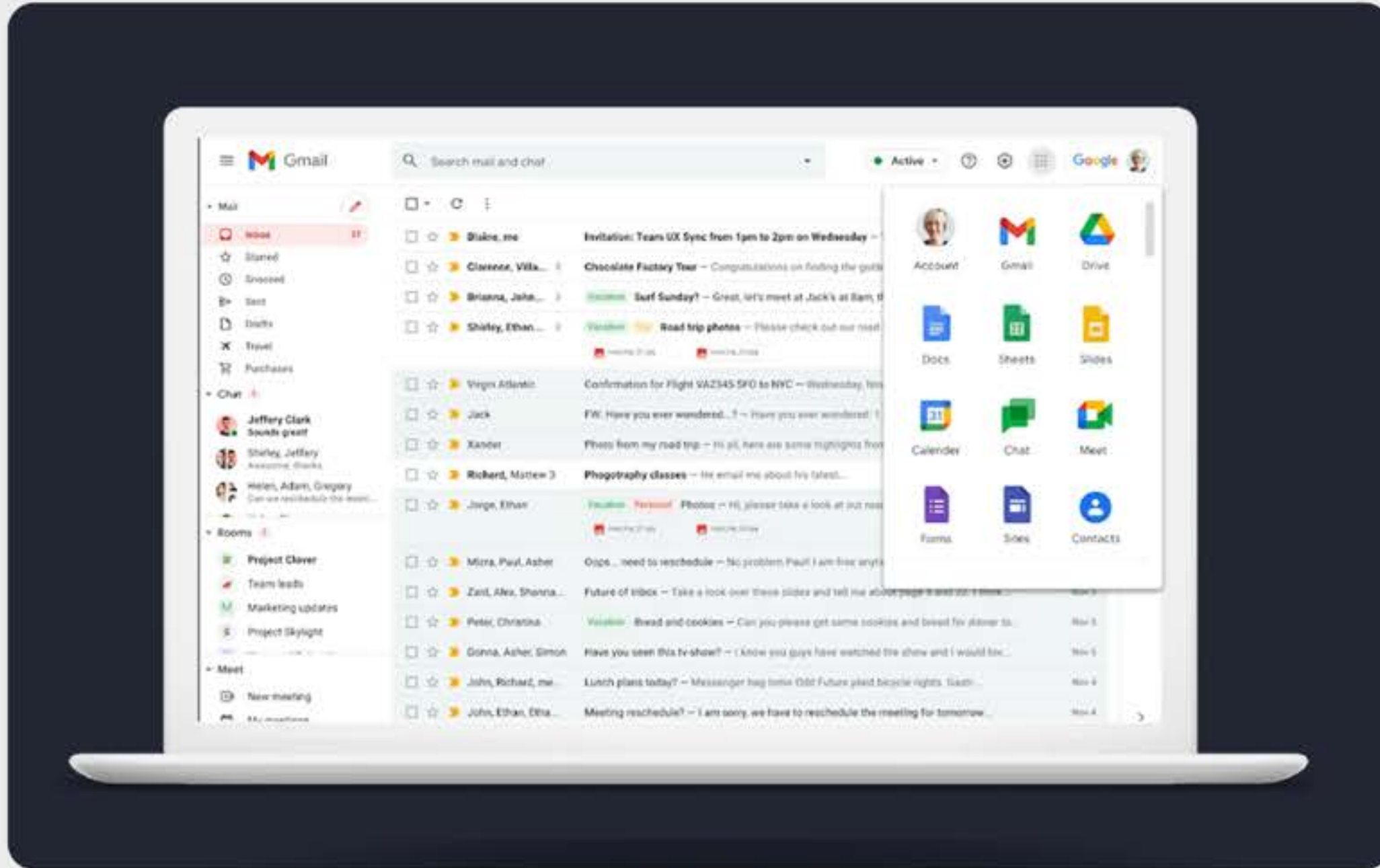
This is where we keep all credentials safe & sound, for D319 and our client accounts.

1Password is the safest way to share logins, credit cards, documents, and other important information. Keep personal items private, and securely share secrets with the people who need them. And if a team or family member gets locked out, you can help them recover access.

1PASSWORD.COM

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Google Workspace




[WORKSPACE.GOOGLE.COM](https://workspace.google.com)

GOOGLE WORKSPACE

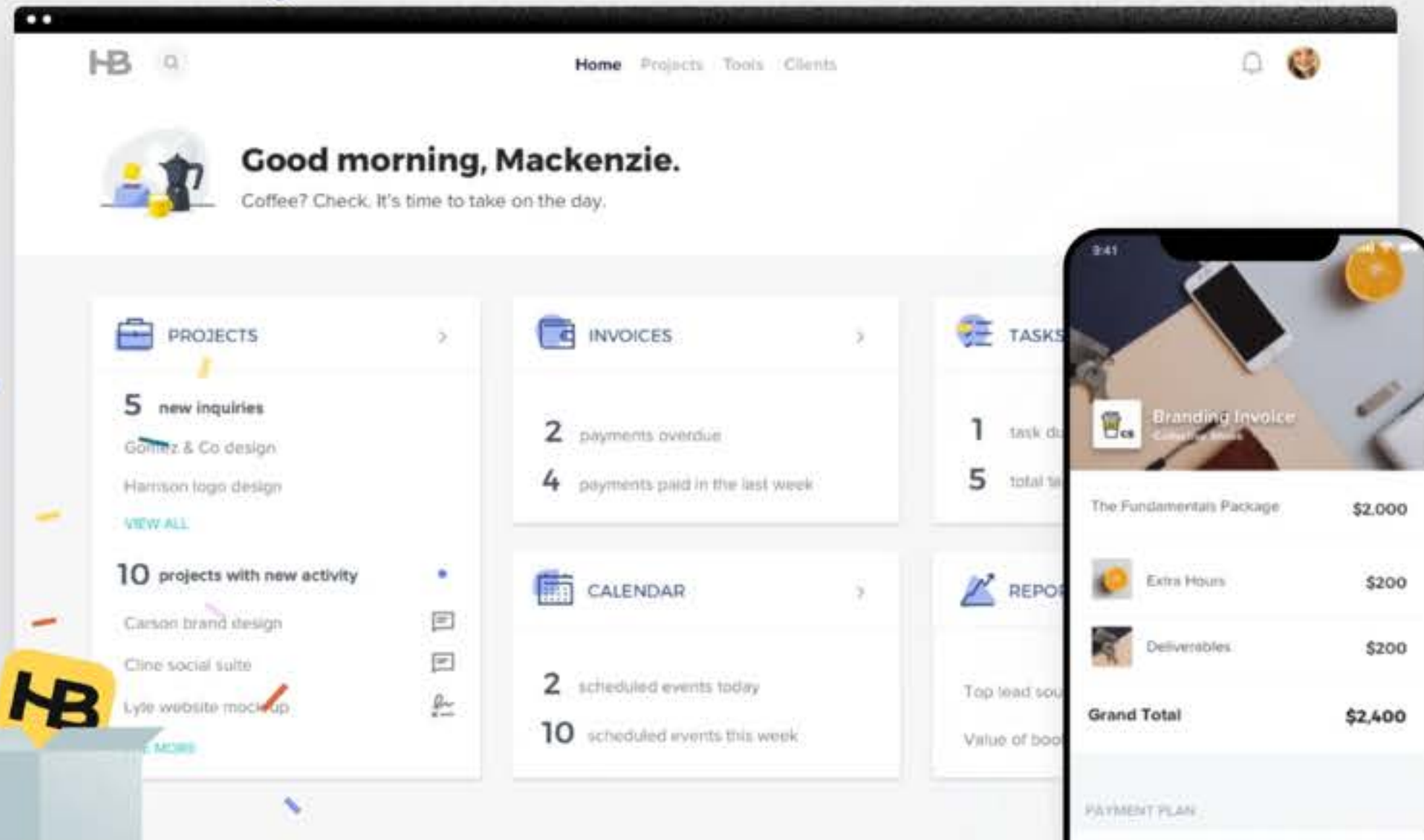
————— Keep it together

We use this for emails, calendar, video meetings, docs, shared asset drives, the list goes on when it comes to the Google suite.

Google Workspace is a collection of cloud computing, productivity and collaboration tools, software and products developed and marketed by Google.

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HoneyBook



HONEYBOOK.COM

HONEYBOOK

———— Get it booked

We use this to keep up with new business & leads and current client projects. So think intake forms, booking calendar, client project management, etc.

HoneyBook is a cloud-based CRM solution designed for small businesses and freelancers that helps users to manage business processes, from consultation to billing. The platform enables users to manage projects, book customers, send invoices, sign online contracts and manage payments.

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QUICKBOOKS

Get paid

This is how we keep time, invoice clients, stay on top of business taxes etc. when it comes to the feds, and how we get paid.

QuickBooks is the most popular accounting software suite that is widely used by small businesses to manage their financial transactions. You can use it to invoice customers, pay bills, generate reports, and print reports to be used to prepare taxes.

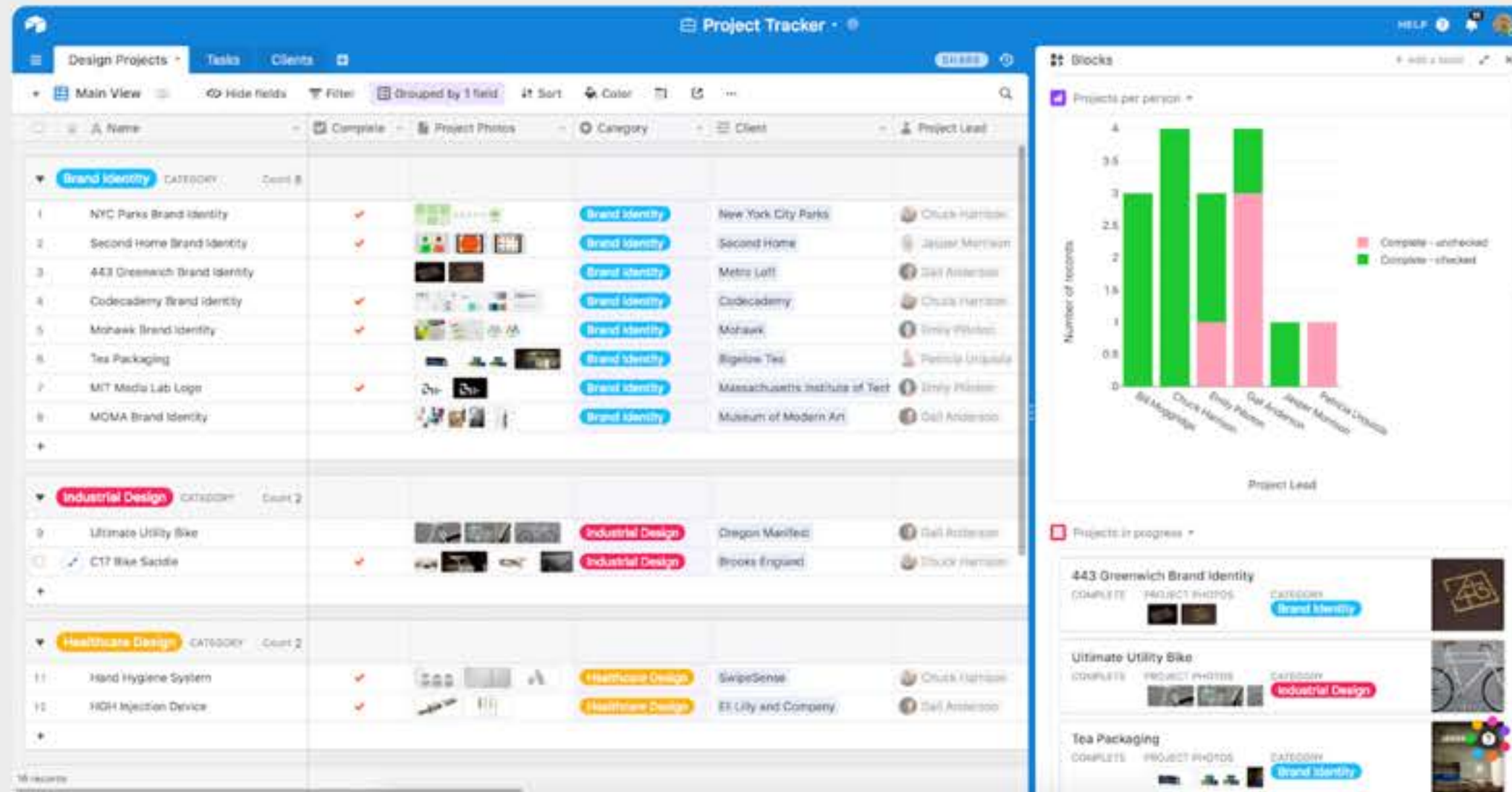


AIRTABLE

Get it booked

We use this for larger projects with hella mini tasks and to-dos in between.

Airtable is used for Marketing, Product Operations, and more. But its flexibility means it can be used for nearly anything, from tracking cattle to planning an event to tracking sales leads.



AIRTABLE.COM

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OOOO BABY NOW YOU'RE SET

And to think that these just covered our *Operational* tools. Now let's talk *Content Management Tools*... just kidding lol. We'll save that for another freebie.

There are so many tools out there in the digital streets so the most important key is to **use what works for you**. And by "you" we mean *your savvy, your budget*, and the overall effectiveness of *your business*.

Now go ahead and get your *Free Trial* game on and go test these tools out!



YOU'VE GOT THIS!

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