



ADMIN & ORGANIZATION TOOLS - RESOURCES

Lisa Kelly's top picks for all of your Administrative & Organization Needs!

BOOKKEEPING

[WAVE Accounting](#) - Great for service-based businesses like my own – it's what I use. Not so great for retail
[Freshbooks](#)
[Getting Finances Organized](#)

EMAIL MANAGEMENT

[Sanebox](#) - I used this for a good long while as an ambassador.

LIST.LY

Love it. What more can I say? I'm a research junkie and I need someplace to store all of my info!

LEARNING

[Grovo](#) - 60 to 90 second videos.
[YouTube!](#) - My go-to for learning pretty much anything.
[Creative Live](#) - Creative classes from the world's top experts.
[Skillshare.com](#)
[Get Things Done Like A Boss](#) - Tiago Forte (GTD consultant) – on Skillshare.
[Design Your Habits](#) - Tiago Forte – on Skillshare.

PRESENTING

[Prezi](#)

ONLINE SELLING PLATFORMS

[Thinkific](#)
[Pathwright](#)
[Digitalchalk](#)

NEWSLETTER CAMPAIGN MANAGERS

I like both of these equally for different reasons – (been using them for 5 years for 2 different businesses).

- [MailChimp](#) - Automation to the max!
*Camp Tech also runs a workshop on Email Marketing with MailChimp!
- [Mad Mimi](#)

WEBSITE TOOLS AND TIPS (FOR WORDPRESS)

[Google Analytics Dashboard for WP](#)
[Thirsty Affiliates plug-in](#) - I use this for my affiliate links.
[Icon Archive](#) - Common logos on transparent backgrounds.
Online Form Builder with Cloud Storage - <http://www.wufoo.com/>
WordPress Forms - Gravity Forms Contact - <http://www.gravityforms.com/>
FormSite - Online Form Builder. Create HTML - <http://www.formsite.com/>



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AUTOMATION

[10 IFTTT Recipes to Optimize Your Business](#)

[The 101 Best IFTTT Recipes](#)

TIME MANAGEMENT

[The Muse Time Budget](#) - Excel spreadsheet – cool.

[Rescue Time](#)

[Focus Booster](#)

[Leechblock](#)

[Be Limitless](#)

[Last Pass](#)

PROJECT MANAGEMENT

[Trello](#) - What I use for long term to-dos.

['App Happy' - Trello Review](#)

[Asana](#)

[Wrike](#)

CLIENT/CONTACT RELATIONSHIP MANAGEMENT (CRM)

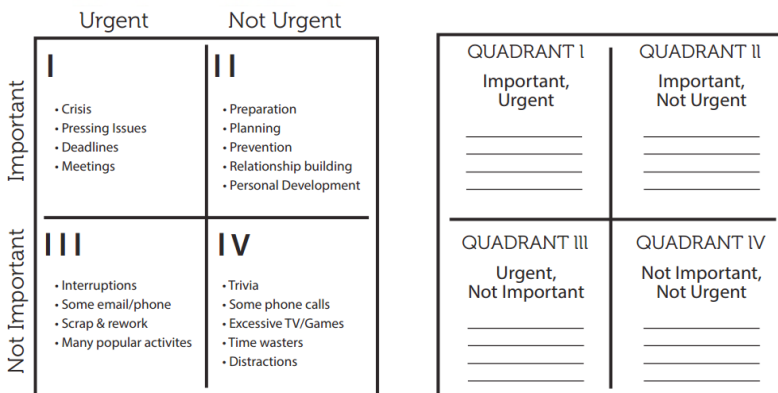
[Contactually](#) - What I use and like it because it keeps me on top of my relationships!

[Batchbook](#)

[Zoho CRM](#)

[Managing Client Relationships](#)

STEVEN COVEY'S PRIORITY MATRIX



BONUS RESOURCES!

[5 Steps to Getting Your Finances in Order](#)

[Organizing your to-do's in 7 steps](#)



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