

Top 14

Productivity Tools

_____ for _____

**SMALL BUSINESS OWNERS and
ENTREPRENEURS**

Top 14

Productivity Tools

by

Success Strategist and Master Coach

TOM HART

SuccessSeriesLLC.com

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Thank You



Thanks for downloading this quick reference guide to help you effectively choose the apps that will help you achieve your personal and professional goals. For more resources to help you **Grow Your Life** or **Build Your Business**, please visit SuccessSeriesLLC.com.

Also by Tom Hart

- *Getting From Here To There*
- *Top 15 Productivity Tools for Real Estate Professionals*
- *Top 14 Productivity Tools for Small Business Owners & Entrepreneurs*
- *The Year-End Assessment Tool*
- *The 7-Day Goal Setting Challenge*



This app makes it easy to capture, organize, and share notes from anywhere. Automatic synchronization between computers, phones, tablets, etc. makes access easy.

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Pocket efficiently lets you save, discover, and recommend stories that interest you all in one convenient app. This read it later sequence allows you to go back to important materials when you have time.

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MileIQ tracks your mileage automatically as you drive your car for business. This app is great for people and businesses who deduct miles for tax purposes.

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Any.do

Any.do is a life manager app that includes a to-do list calendar and assistant sequence. Set reminders for yourself and have the assistant take care of the task for you.

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CleanupSuite



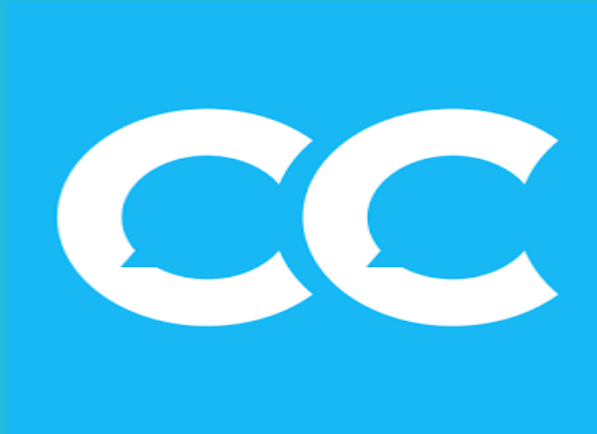
This app cleans up your address book automatically, making it easier to find who you need when you need them. CleanupSuite removes duplicates and has bulk settings options for convenience.

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CircleBack keeps your address book up to date and organized. A proprietary data engine is used to discover detail changes so you can find people faster.

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CamCard automatically and efficiently allows you to scan, manage, synchronize, and exchange business cards. Quick card entry and synchronization between phones, tablets, and computers makes this app a business necessity.

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An easy way to see all of your subscription emails instantly. You can unsubscribe from mailing lists you don't want, and easily access the emails you do want.

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Spark brings your important emails to the forefront and cleans up the rest. New emails are categorized between personal, notifications, and newsletters.

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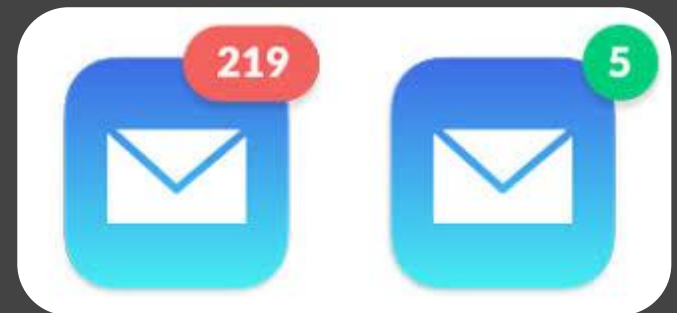
Slack unifies your team's communications, integrating all files, calls, messages, and colleagues into one convenient location. All the apps you use are consolidated into one place.

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IFTTT is the ultimate automation service that can be used to create a chain of simple conditional statements between your apps. IF helps your apps and devices work together in new ways.

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Dropbox brings your files together in one central place, synchronizing them on your devices. This makes it easy to access and share information.

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CRASHPLAN

An easy, automatic cloud backup that protects all your business data. This app works on all devices, and has unlimited storage.

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GoToMeeting is an online meeting software built for professional conference meetings. A simple, reliable, and effective way to hold meetings.

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About the Author



Tom Hart is an accomplished Success Strategist, Master Coach and Speaker.

He is the founder of Success Series LLC, a speaking, coaching, workshop and business advisory company dedicated to empowering individuals and businesses to become their **best** selves.

Tom presents workshops, provides executive and life coaching, and consults to organizations on peak performance and other success topics in Los Angeles, Denver, Dallas and Kansas City. You can find Tom at www.SuccessSeriesLLC.com and sample his other resources here: www.SuccessSeriesLLC.com/workshop-resources.

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Thanks,

Tom

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