

# Tech Tools & Productivity

A modern workspace setup on a light-colored wooden desk. In the foreground, a silver laptop is open, displaying a dashboard with various charts and data. To its right, a large monitor shows a scenic landscape image. A white desk lamp is positioned above the laptop. On the desk, there is also a white water bottle, a small potted plant in a grey pot, and a larger potted plant in a wooden crate. A white mouse is on a dark mousepad in front of the laptop.

# Welcome



Formerly Nicole Teeter Bookkeeping & Business Services



# Housekeeping



# Two Questions



What are your top three priorities in your business?

&



Are you making "the best use of your time"?



# Being Busy and Being Productive are two **VERY** different things



Being busy is frantic while being productive is focused. Being busy is fueled by perfectionism while being productive is fueled by purpose.

Being busy is about being good at everything while being productive is about being great at a few important things.



# Some of the things we will cover today are:

- 1) Time Management
- 2) Email - Managing your email inbox
- 3) Calendars – Ical, Google & Outlook
- 4) Planning for the week
- 5) Document storage
- 6) Applications and Software to help you
  - 1) CRM
  - 2) Zapier
  - 3) Scheduling
  - 4) Social Media Content Creation & Scheduling
  - 5) Practice/Business management
  - 6) Tools I use that may help you too

# Time Management



Take the time to learn how to make the most of your day by using prioritization, scheduling, goal setting, and other key time management skills, tools and techniques.

# Time Blocking

Time Blocking is a time management method that asks you to divide your day into blocks of time. Each block of time is dedicated to accomplishing a specific task or group of tasks and only those specific tasks should be completed in that block of time. With days time blocked in advance you won't have to constantly make choices about what to focus on.



Create

September 2019

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	8	9	10	11	12

Search for people

My calendars

- ☒ test test
- ☐ Birthdays
- ☒ Client work
- ☐ Reminders
- ☐ Tasks

Other calendars

- ☒ Holidays in Canada

	SUN 8	MON 9	TUE 10	WED 11	THU 12	FRI 13	SAT 14
GMT-04							
7 AM		Breakfast, 7am	Breakfast, 7am	Breakfast, 7am	Breakfast, 7am	Breakfast, 7am	
8 AM		Respond to Email, 7:30am	Respond to Email, 7:30am	Respond to Email, 7:30am	Respond to Email, 7:30am	Respond to Email, 7:30am	
9 AM		Work In My Business 7:50 – 9am	Work In My Business 7:50 – 9am	Work In My Business 7:50 – 9am	Work In My Business 7:50 – 9am	Work In My Business 7:50 – 9am	
10 AM		Client Work 9am – 12pm	Client Work 9am – 12pm	Client Work 9am – 12pm	Client Work 9am – 12pm	Client Work 9am – 12pm	
11 AM							
12 PM		Lunch hour 12 – 1pm	Lunch hour 12 – 1pm	Lunch hour 12 – 1pm	Lunch hour 12 – 1pm	Lunch hour 12 – 1pm	
1 PM		client calls/meetings/answer emails 1 – 2:30pm	Marketing & Social Media 1 – 2:30pm	client calls/meetings/answer emails 1 – 2:30pm	Marketing & Social Media 1 – 2:30pm	client calls/meetings/answer emails 1 – 2:30pm	
2 PM							
3 PM		Client Work 2:30 – 5pm	Client Work 2:30 – 5pm	Client Work 2:30 – 5pm	Client Work 2:30 – 5pm	Client Work 2:30 – 3:30pm	
4 PM			Client calls/meetings/ answer 3:30 – 4:30pm		Client calls/meetings/ answer 3:30 – 4:30pm	My Time 3:30 – 5pm	
5 PM		Dinner & Family Time 5 – 7pm	Dinner & Family Time 5 – 7pm	Dinner & Family Time 5 – 7pm	Dinner & Family Time 5 – 7pm	Dinner & Family Time 5 – 7pm	
6 PM							
7 PM							
8 PM							

# Create A New Calendar

The screenshot displays the Google Calendar web interface. At the top, the header includes a hamburger menu, the date '31', the title 'Calendar', a 'Today' button, navigation arrows, the month 'September 2019', a search icon, a help icon, a settings gear, and a 'Week' view selector. On the left sidebar, there is a 'Create' button with a plus icon, a mini-month calendar for September 2019 with the 10th highlighted, a 'Search for people' input field, and a 'My calendars' section with checkboxes for 'test test', 'Birthdays', 'Client work', 'Reminders', and 'Tasks'. Below this is the 'Other calendars' section with a checkbox for 'Holidays in Canada'. The main calendar grid shows a week from Sunday (8) to Friday (13). The 10th is highlighted. The grid contains several events: 'Client Work' (9am-12pm) on Mon-Fri, 'Lunch hour' (12-1pm) on Mon-Fri, 'client calls/meetings/answ' (1-2:30pm) on Mon-Fri, 'Marketing & Social Media' (1-2:30pm) on Tue and Thu, 'Dinner & Family Time' (5-7pm) on Mon-Fri, and 'My Time' (3:30-5pm) on Fri. A context menu is open over the empty space on the 10th, listing options: 'Subscribe to calendar', 'Create new calendar', 'Browse calendars of interest', 'From URL', and 'Import'.

Calendar interface showing the 'Create' menu options:

- Subscribe to calendar
- Create new calendar
- Browse calendars of interest
- From URL
- Import

## ← Settings

### General

#### Add calendar ^

Subscribe to calendar

Create new calendar

Browse calendars of interest

From URL

### Import & export

### Settings for my calendars

● test test

● Birthdays

● Client work

### Settings for other calendars

### Create new calendar

Name

Description

Time zone

(GMT-04:00) Eastern Time - Toronto

Owner

teetersworkshops@gmail.com

Create calendar





31

Calendar

Today



September 2019



Create

September 2019



S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	8	9	10	11	12

Search for people

My calendars



- ☒ test test
- ☐ Birthdays
- ☒ Client work
- ☒ Family
- ☐ Reminders
- ☐ Tasks

Other calendars



- ☒ Holidays in Canada

Display this only

Hide from list

Settings and sharing

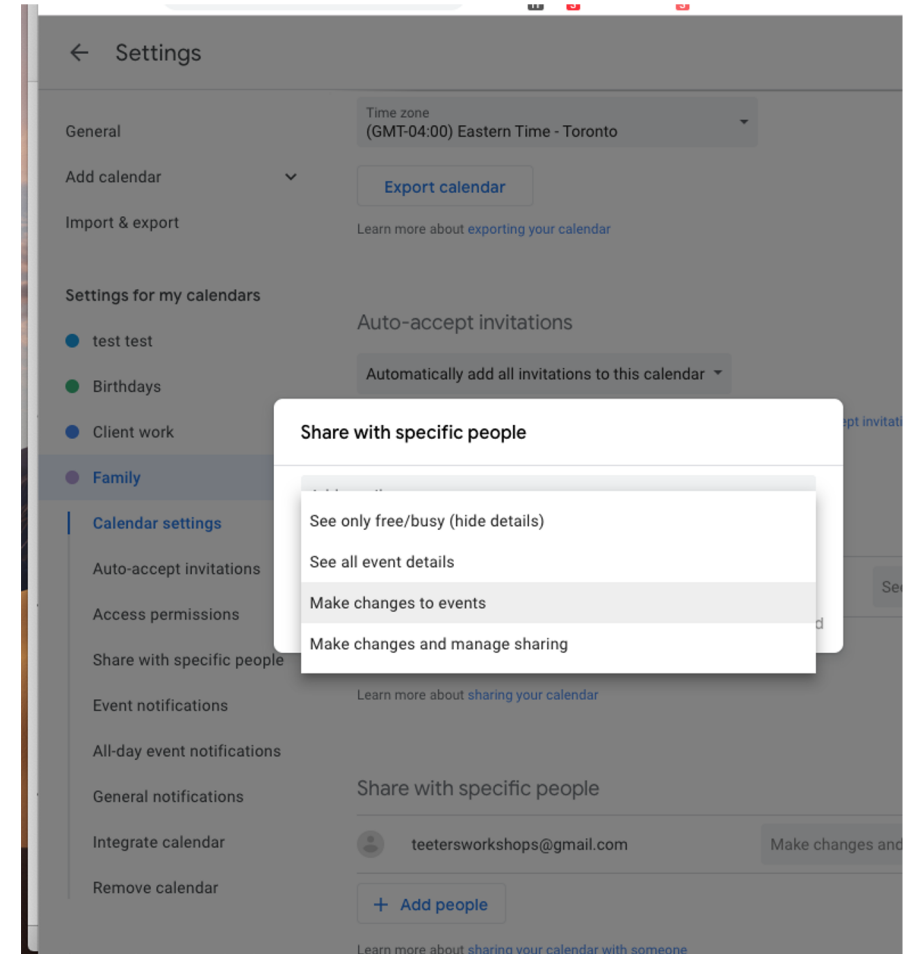


	SUN	MON	TUE	WED	THU
	8	9	10	11	12
GMT-04					
9 AM		7:50	7:50	7:50	
10 AM		Client Work 9am - 12pm	Client Work 9am - 12pm	Client Work 9am - 12pm	Client Work 9am - 12pm
11 AM					
12 PM					
1 PM		Lunch hour 12 - 1pm	Lunch hour 12 - 1pm	Lunch hour 12 - 1pm	Lunch hour 12 - 1pm
2 PM		client calls/meetings/answ 1 - 2:30pm	Marketing & Social Media 1 - 2:30pm	client calls/meetings/answ 1 - 2:30pm	Marketing & Social Media 1 - 2:30pm
3 PM		Client Work 2:30 - 5pm	Client Work 2:30 - 5pm	Client Work 2:30 - 5pm	Client Work 2:30 - 5pm
4 PM			Client calls 3:30 - 4:30pm		Client calls 3:30 - 4:30pm
5 PM					
		Dinner & Family Time 5 - 7pm	Dinner & Family Time 5 - 7pm	Dinner & Family Time 5 - 7pm	Dinner & Family Time 5 - 7pm

# Sharing Your Google Calendar

## Share your calendar with specific users using Google Calendar

In the calendar list on the left side of the page, click on the 3 dots icon next to a calendar, then select **Settings and Sharing**. Enter the email address of the person you want to share your calendar with in the "share with specific people" section. From the drop-down menu on the bottom, select a level of permission, then click **Send**.





Create

September 2019



S	M	T	W	T	F	S
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22	23	24	25	26	27	28
29	30	1	2	3	4	5
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Search for people

My calendars



- ☒ test test
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Other calendars

- ☒ Holidays in Canada

	SUN	MON	TUE	WED	THU	FRI	SA
	8	9	10	11	12	13	14
GMT-04							
9 AM		7:50	7:50	7:50	7:50	7:50	
10 AM		Client Work 9am - 12p	Client Work 9am - 12p	Client Work 9am - 12p	Client Work 9am - 12p	Client Work 9am - 12p	
11 AM							
12 PM		Lunch hour 12 - 1pm	Lunch hour 12 - 1pm	Lunch hour 12 - 1pm	Lunch hour 12 - 1pm	Lunch hour 12 - 1pm	
1 PM		client calls/meetings/answ 1 - 2:30pm	Marketing & Social Media 1 - 2:30pm	client calls/meetings/answ 1 - 2:30pm	Marketing & Social Media 1 - 2:30pm	client calls/meetings/answ 1 - 2:30pm	
2 PM							
3 PM		Client Work 2:30 - 5pm	Client Work 2:30 - 5pm	Client Work 2:30 - 5pm	Client Work 2:30 - 5pm	Client Work 2:30 - 3:30	
4 PM			Client calls 3:30 - 4:30		Client calls 3:30 - 4:30	My Time 3:30 - 5pm	
5 PM							
6 PM		Dinner & Family Time 5 - 7pm	Dinner & Family Time 5 - 7pm	Dinner & Family Time 5 - 7pm	Dinner & Family Time 5 - 7pm	Dinner & Family Time 5 - 7pm	

Subscribe to calendar

Create new calendar

Browse calendars of interest

From URL

Import





# Ical Calendar





Calendars



Day

Week

Month

Year

Search

iCloud

- ☒ Client Work
- ☒ Client meetings
- ☒ Family & Friends
- ☒ (Full Calend...
- ☒ **My Business**
- ☒ Workshops/Trai...

Google

- ☒ nmteeter@gmail...
- ☒ Contacts
- ☒ nicole@nicolete...
- ☒ Holidays in Can...

Other

- ☒ Birthdays
- ☒ Canadian H...
- ☒ Siri Found in Apps

&lt; September 2019 &gt;

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

## September 2019

Sun 8

Mon 9

Tue 10

Wed 11

Thu 12

Fri 13

all-day

QBO Subscript...

Task : Femcity...

Task : Bookkee...

Task : Payroll -...

Task : General...

Task : General...

Task : Payroll...

Task : Recurrin...

Task : General...

Task : Bookkee...

Task : General...

Task : Recurrin...

Task : Bookkee...

Task : General...

Task : Bookkee...

Task : Bookkee...

Task : General...

Task : Bookkee...

3 PM

4 PM

5 PM

6 PM

7 PM

7:58 PM

9 PM

10 PM

11 PM

iCloud

- ☒ Client Work
- ☒ Client meetings
- ☒ Family & Friends
- ☒ (Full Calend...
- ☒ My Business
- ☒ Workshops/Trai...
- ☒ **Untitled**
- ☒ Untitled 2

Google

- ☒ nmteeter@gmail...
- ☒ Contacts
- ☒ nicole@nicolete...
- ☒ Holidays in Can...

Other

- ☒ Birthdays

< September 2019 >

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

Septem



"Untitled" Info

Name:

Description:

☐ Ignore alerts

Calendar Info...

Cancel

OK

all-day

3 PM

4 PM

5 PM

6 PM

7 PM

7:59 PM

9 PM

10 PM

11 PM

12

Fri 13

roll -...

Task : General...

urrin...

Task : General...

Task : Recurrin...

ars

+

↓

Day

Week

Month

Year

Q Search

Sept



Enter the URL of the calendar you want to subscribe to.

Calendar URL: 

Cancel

Subscribe

Fri 13

all-day

3 PM

4 PM

5 PM

6 PM

7 PM

8:04 PM

9 PM

10 PM

11 PM

Task : Bookkee...

Task : Bookkee...

Task : Bookkee...

Task : General

Task : General...

Task : General...

Task : Bookkee...

Task : Bookkee...

Task : General...

Task : General...

Task : Recurrin...



# Appointment Scheduling

## Grow Your Business, Even While You Sleep

Try it for 7 blissful days absolutely free—  
no strings, no credit card, no reason better than wanting work/life balance.

Freebie	Emerging	(Most Popular!) Growing	Powerhouse
\$0 <sub>/mo</sub>	\$15 <sub>/mo</sub>	\$25 <sub>/mo</sub>	\$50 <sub>/mo</sub>
Solo	1 calendar (just you at one location)	6 calendars included (staff/locations)	36 calendars included (staff/locations) *
<a href="#">Free Signup</a>	<a href="#">Advanced Features</a>	<a href="#">Advanced Features</a>	<a href="#">Advanced Features</a>
	<a href="#">Start Free 7-day Trial</a>	Text Messaging	Text Messaging
		Offer Subscriptions / Memberships	Offer Subscriptions / Memberships
		Sell Appointment Packages & Gift Certificates	Sell Appointment Packages & Gift Certificates
		<a href="#">Start Free 7-day Trial</a>	Custom API & CSS





calendly

Features

Pricing

Integrations

Solutions

For Teams

Sign Up

Log In

Billed Monthly ☒ Billed Annually

Basic

\$0<sup>USD</sup>

totally free

Sign Up

Premium

\$10<sup>USD</sup>

per user / month

Sign Up

Pro

\$15<sup>USD</sup>

per user / month

Sign Up

### Features

Calendar connections per user ?

1 calendar / user

2 calendars / user

6 calendars / user

Calendar integrations with Google Calendar, Office 365, Outlook and iCloud



Schedule unlimited events



Event types ?

1 event type

Unlimited event types

Unlimited event types

Personalized Calendly link (e.g. calendly.com/janedoe)



Removable Calendly branding



Pooled availability options for teams (round robin, collective scheduling, multiple team members on one page)



enshot

<https://calendly.com>

/

# Leave The Chaos Behind!

Are you ready to go from  
Chaos to Controlled and Confident?

GET STARTED

**“A Perfect Business Tool For Solopreneurs.”**

– **Inc.** Magazine



[17hats.com](https://17hats.com)





# **Tips To Organize and Minimize Time Spent In Your Inbox**



- 1) Create an email signature
- 2) Use filters
- 3) Create email templates for emails that you send regularly
- 4) Create Labels
- 5) Unsubscribe to emails that you signed up for but never read
- 6) Use your auto responder
- 7) If you Gmail take advantage of some of the apps available in Marketplace



# Gmail Vs Gsuite

What is the difference between Gmail and G suite?

**G Suite** accounts

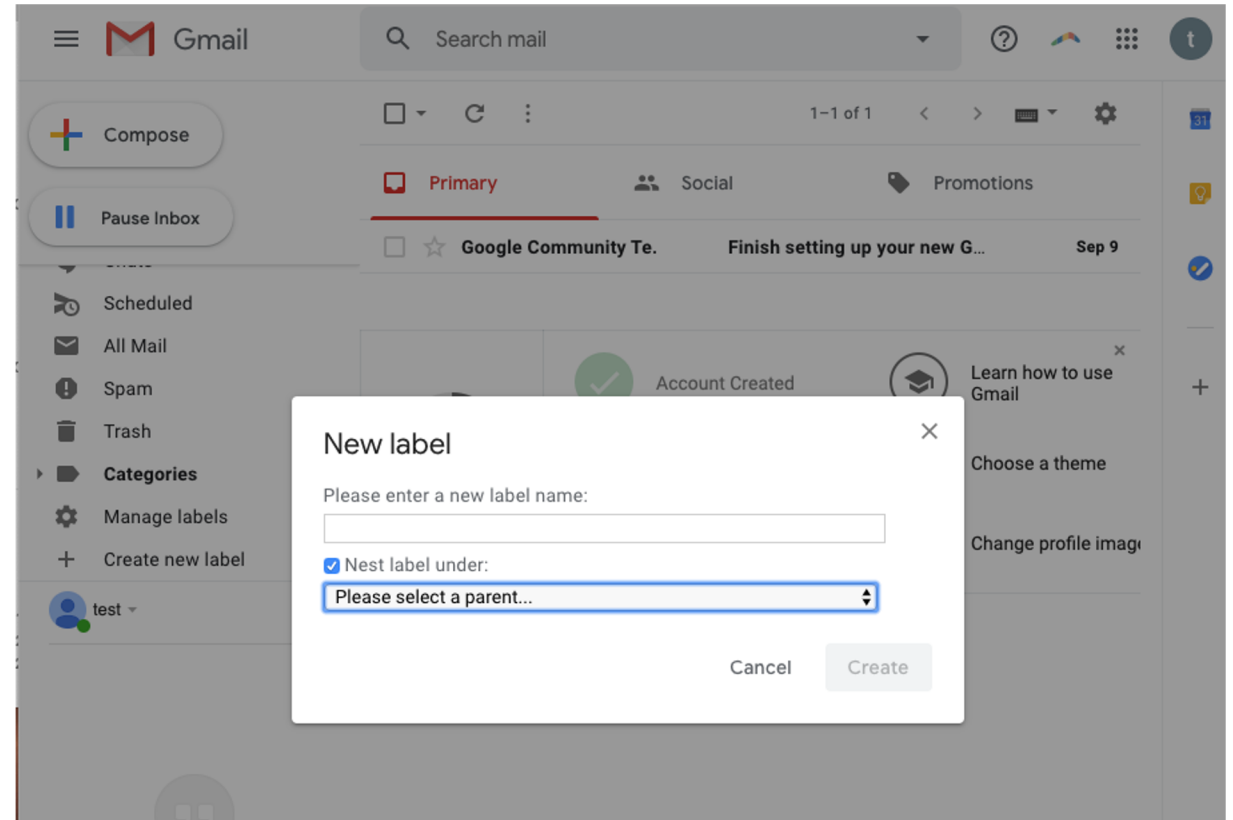
Unlike a standard Google or **Gmail** account, a **G Suite** administrator manages all accounts associated with each **of** these editions. **G Suite** provides access to a core set **of** apps that include **Gmail**, Calendar, Drive, Docs, Sheets, Slides, Forms, Google+, Hangouts Meet, Hangouts Chat, Sites, and Groups.

[https://www.cloudhq.net/g\\_suite](https://www.cloudhq.net/g_suite)

# Creating Labels in Gmail/Gsuite

- 1) Scroll to the bottom of on the left column
- 2) Click More
- 3) Add Label
- 4) Name your label
- 5) Select which account you would like to be located under (optional)

Once you have created the label you can color code it by click on the three dots to the right of the label.







**Settings**

☒ Insert signature before quoted text in replies and remove the "--" line that precedes it.

**Personal level indicators:**

- ☒ **No indicators**  
☐ **Show indicators** - Display an arrow ( › ) by messages sent to my address (not a mailing list), and a double arrow ( » ) by messages sent only to me.

**Snippets:**

- ☒ **Show snippets** - Show snippets of the message (like Google web search!).  
☐ **No snippets** - Show subject only.

**Vacation responder:**

(sends an automated reply to incoming messages. If a contact sends you several messages, this automated reply will be sent at most once every 4 days)

[Learn more](#)

- ☐ **Vacation responder off**  
☒ **Vacation responder on**

**First day:**

☒ **Last day:**

**Subject:**

**Message:**

Sans Serif ▾ ▾ **B** *I* U A ▾

[« Plain Text](#)

Thank you for your email,

Please note I am currently out of the office from October 12 to October 27, 2020, with limited access to email.

If this is an urgent matter please reach out to [admin@nicoleteeter.com](mailto:admin@nicoleteeter.com).

We apologize for any inconvenience.

- ☐ **Only send a response to people in my Contacts**  
☐ **Only send a response to people in Nicole Teeter Virtual Business Services**

Advanced

## Offline Themes

[Learn more](#)

☐ Insert this signature before quoted text in replies and remove the "--" line that precedes it.

○

**Show indicators** - Display an arrow ( › ) by messages sent to my address (not a mailing list), and a double arrow ( » ) by messages sent only to me.

○

**No snippets** - Show subject only.

[Learn more](#)

○

**Vacation responder on**

First day: September 10, 2019

☐ **Last day:** (optional)

**Subject:**

**Message:**



[« Plain Text](#)

No Hangouts contacts  
[Find someone](#)

## Settings



[General](#) [Labels](#) [Inbox](#) [Accounts and Import](#) [Filters and Blocked Addresses](#) [Forwarding and POP/IMAP](#) [Add-ons](#) [Chat](#) [Advanced](#)

[Offline](#) [Themes](#)

The following filters are applied to all incoming mail:

Select: [All](#), [None](#)

[Export](#)

[Delete](#)

[Create a new filter](#) [Import filters](#)

The following email addresses are blocked. Messages from these addresses will appear in Spam:

You currently have no blocked addresses.

Select: [All](#), [None](#)

[Unblock selected addresses](#)


0 GB (0%) of 15 GB used  
[Manage](#)


[Terms](#) · [Privacy](#) · [Program Policies](#)


Last account activity: 1 hour ago  
[Details](#)


 [Compose](#)


 [Pause Inbox](#)


 [Less](#)


 [Important](#)

 [Chats](#)

 [Scheduled](#)

 [All Mail](#)

 [Spam](#)

 [Trash](#)

 [Categories](#)

 [test](#) [+](#)



No Hangouts contacts  
[Find someone](#)





Compose



Pause Inbox



Less



Important



Chats



Scheduled



All Mail



Spam



Trash



Categories



test ▾



No Hangouts contacts

[Find someone](#)

0 GB (0%) of 15 GB used  
[Manage](#)

[Terms](#) · [Privacy](#) · [Program Policies](#)

Last account activity: 1 hour ago  
[Details](#)

From

To

Subject

Has the words

Doesn't have

Size

greater than ▾

MB ▾



Has attachment



Don't include chats

Create filter

Search

[Unblock selected addresses](#)

IMAP Add-ons Chat Advanced



When a message is an exact match for your search criteria:

- ☐ Skip the Inbox (Archive it)
- ☐ Mark as read
- ☐ Star it
- ☐ Apply the label: Choose label... ▼
- ☐ Forward it to: Choose an address... ▼ [Add forwarding address](#)
- ☐ Delete it
- ☐ Never send it to Spam
- ☐ Send template: Choose template... ▼
- ☐ Always mark it as important
- ☐ Never mark it as important
- ☐ Categorize as: Choose category... ▼
- ☐ Also apply filter to **19** matching conversations.



Learn more

Create filter



# Templates

Email templates are used when you are creating the same email to your customers regularly. To save time create an email signature that can be easily modified.

You can create automatic replies using templates and filters together.

TIP – Be sure to proof read your email signature before sending it out.



## Settings

[General](#) [Labels](#) [Inbox](#) [Accounts](#) [Filters and Blocked Addresses](#) [Forwarding and POP/IMAP](#) [Add-ons](#) [Chat and Meet](#) [Advanced](#) [Offline](#) [Themes](#)

### Auto-advance

Show the next conversation instead of your inbox after you delete, archive or mute a conversation. You can select whether to advance to the next or previous conversation in the "General" Settings page.

☐ Enable ☒ Disable

### Templates

Turn frequent messages into templates to save time. Templates can be created and inserted through the "More options" menu in the compose toolbar. You can also create automatic replies using templates and filters together.

☒ Enable ☐ Disable

### Custom keyboard shortcuts

Enable the ability to customize your keyboard shortcuts via a new settings tab from which you can remap keys to various actions.

☐ Enable ☒ Disable

### Right-side chat

Move the chat box to the right side of the inbox.

☐ Enable ☒ Disable

### Unread message icon

See how many unread messages are in your inbox with a quick glance at the Nicole Teeter Virtual Business Services Mail icon on the tab header.

☐ Enable ☒ Disable

✓ Default to full screen

Templates ▶

Label ▶

Request read receipt

Plain text mode

Print

Check spelling


Smart Compose feedback






INSERT TEMPLATE

Test

 Save draft as template

 Delete template

✓ Default to full screen

Templates

Label

Request read receipt

Plain text mode


Print

Check spelling

Smart Compose feedback

## Recommended for G Suite ⓘ

[More](#)




**Smartsheet**

★★★★★ (238)

9,984,946 users

PREFERRED CRM FOR GOOGLE


The world's #1 CRM reimagined for small business.



**Salesforce Essentials**

★★★★★ (3)

20,105 users




**Freshdesk**

★★★★★ (50)

1,566,209 users

Google Drive Document management

Recommended for G Suite




**AODocs**

★★★★★ (133)

5,049,817 users

## Most Popular


[More](#)



**G Suite Training**

★★★★★ (72)


10,000,000+ users



**Awesome Table**

★★★★★ (293)


10,000,000+ users



**Google Apps Script**

★★★★★ (962)

5,241,980 users



**EasyBib**

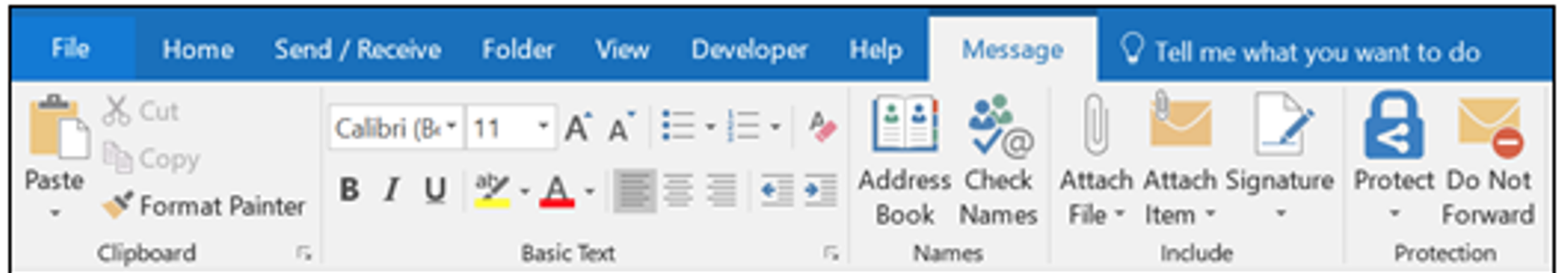
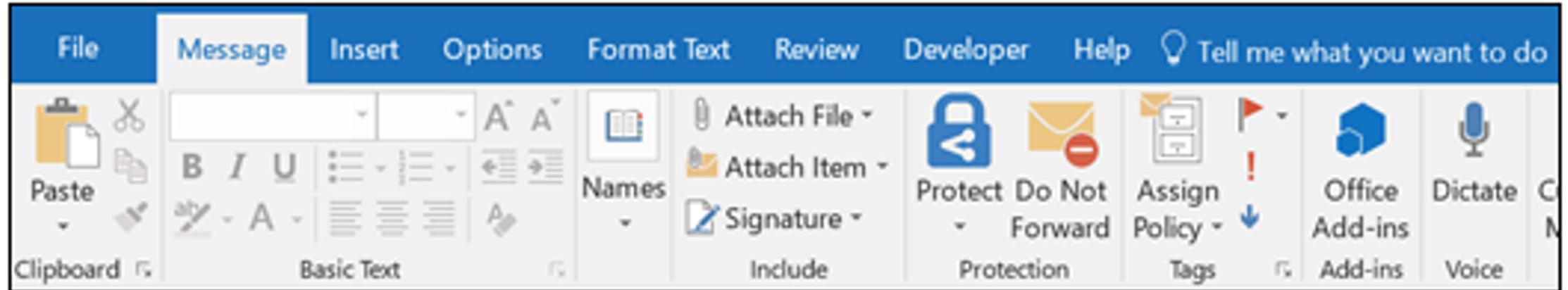
★★★★★ (49)

10,000,000+ users



# **Microsoft Outlook**

# Add a Signature in Outlook



E-mail Signature   Personal Stationery

Select signature to edit

Formal signature

Delete   New   Save   Rename

Choose default signature

E-mail account: hugo@contoso.com

New messages: (none)

Replies/forwards: (none)

Edit signature

Calibri (Body) 10 B I U [Color Picker]

Business Card [Icons]


Hugo Dugas  
Marketing Manager  
273-555-0149  
Contoso, Ltd.  
5678 Fifth Ave, Charlotte, CA 72118-8299

OK   Cancel



## Add a logo or image to your signature

If you have a company logo or an image to add to your signature, use the following steps.

1. Open a new message and then select **Signature > Signatures**.
2. In the **Select signature to edit** box, choose the signature you want to add a logo or image to.
3. Select the Image icon , locate your image file, and select **Insert**.
4. To resize your image, right-click the image, then choose **Picture**. Select the **Size** tab and use the options to resize your image. To keep the image proportions, make sure to keep the **Lock aspect ratio** checkbox checked.
5. When you're done, select **OK**, then select **OK** again to save the changes to your signature.

# Create And Use An Email Signature in Outlook

Create and use an email signature  
in Outlook



# Create Folders in Outlook

1) In the left pane of Mail, Contacts, Tasks, or Calendars, right-click where you want to add the folder.

2) Click New Folder

3) In the Name box, enter a name for the folder, and press Enter.







# Vehicle Mileage Tracker

Apps to Track Your Mileage

Trip Log

Driver's Note

Mile IQ

Stride Drive

QuickBooks Online Mileage Tracker



# Accounting Software





# Expense Management Tools



**Turn Paperwork into Data You Can Use**

## **Key Benefits**

- 1) Monthly invoices and statements can be emailed directly to the application
- 2) Never lose a receipt again
- 3) Documents can be coded and attached to your bookkeeping software
- 4) Fire proof





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

Integrates with accounting software

Single price point

Code your expenses directly in platform

Fetches bank and credit card statements

Stores documents for 7 years

Bank level security

[Hubdoc Video](#)



<https://www.receipt-bank.com/>

Integrates with accounting software

Single price point

Code your expenses directly in platform

Fetches bank and credit card statements

Stores documents for 7 years

Bank level security



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

Great if you have employees who have  
expense reimbursements

Integrates with accounting software







## Customer Relationship

**Management (CRM)** is a strategy that companies use to manage interactions with customers and potential customers. **CRM** helps organizations streamline processes, build customer relationships, increase sales, improve customer service, and increase profitability.





# Have you heard the saying the money is in the list?



<https://mailchimp.com/>

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

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

<https://www.activecampaign.com>

# Other Must Haves



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



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



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

# PROJECT MANAGEMENT



<https://www.17hats.com/>

<https://clickup.com/>

<https://trello.com/>

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

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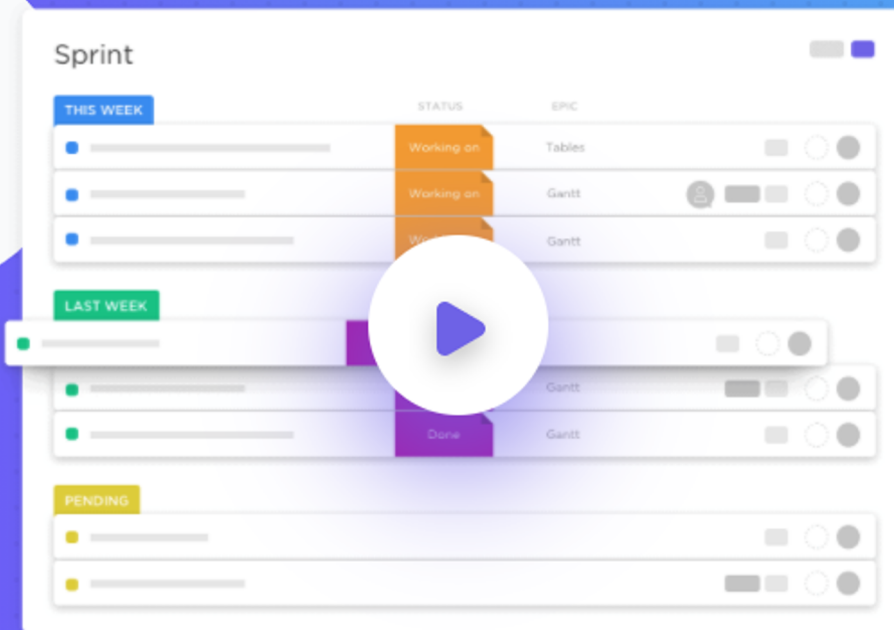


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