



QUICK REFERENCE GUIDE

ORGANIZE

MANAGE SCHEDULES

- Google Calendar The Calendar to Rule Them All..... google.com/calendar
- Cozi Family-Friendly Calendar Manager cozi.com

MANAGE LISTS

- Todoist My Manager's Favorite Productivity Tool todoist.com

ORGANIZE AND STORE PHOTOS AND VIDEO

- Google Photos Unlimited Photo/Video Storage with Image Recognition google.com/photos

KEEP TRACK OF IDEAS

- Evernote The Ultimate Note-Taking Tool..... evernote.com
- Google Keep Google's Note-Taking Tool google.com/keep
- OneNote Microsoft's Note-Taking Tool onenote.com

TRACK PACKAGES

- Slice Passive-Aggressive Package Tracker slice.com
- Google Now Super Nosy Activity Monitor..... google.com/now

COLLABORATE

COLLABORATE ON FILES

- Google Drive Real-Time Collaboration in a Robust Office Suite google.com/drive
- Microsoft Office 365 Office Suite with Collaboration Features microsoft.com/office365

MANAGE PROJECTS

- Trello Project Management Tool Good for Personal Task Management trello.com
- Asana Favorite Project Management Tool with Robust Free Version..... asana.com
- Smartsheet Spreadsheet-Based Project Management Tool..... smartsheet.com

MEET VIRTUALLY

- UberConference Conference Call Tool with Hi-Tech Features uberconference.com
- Zoom HD Videoconferencing Tool zoom.us

COMMUNICATE

JAZZ UP YOUR PRESENTATIONS

- Prezi Storytelling PowerPoint Alternative prezi.com
- Sway Microsoft PowerPoint Alternative... Created by Microsoft sway.com
- Office Mix PowerPoint Plugin to Create Interactive Presentations..... mix.office.com
- Issuu Online Magazine Maker..... issuu.com

SCHEDULE MEETINGS

- X.ai Virtual Scheduling Assistant (Who Doesn't Exist)..... x.ai
- YouCanBook.Me Do-It-Themselves Scheduling Tool youcanbook.me
- WhenIsGood Easy Way to Find a Time to Meet whenisgood.net
- Doodle Everybody's Favorite Scheduling Tool..... doodle.com



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COMMUNICATE WITH INTERNAL TEAMS

Slack Simple Chat System with Monumental Capabilities.....slack.com

MANAGE EMAIL

Gmail Versatile Email Platform google.com/gmail
Microsoft Outlook Email Triage Tool microsoft.com/outlook
SaneBox Email Management Tool with Bonus Features sanebox.com

JAZZ UP EMAIL

BombBomb Video Email System bombbomb.com
CloudHQ Video Email Video Email for Gmail nerdybff.com/cloudhqvideoemail

MANAGE CALLS

Slydial Phone Service that Goes Straight to Voicemail slydial.com
Google Voice Call Management System voice.google.com

SEND FREE TEXT AND VOICE MESSAGES

WhatsApp Free Text, Phone and Video Messenger whatsapp.com
GroupMe Group Text Messenger groupme.com
Signal Private Messenger Secure Private Messenger whispersystems.org

CREATE SURVEYS AND POLLS

Google Forms Google's Free Survey Tool google.com/forms

REFERENCE

KEEP UP WITH THE NEWS

Flipboard Magazine-Style Content Aggregator.....flipboard.com
Pocket Saved Article Library for Online and Offline Reading getpocket.com
Feedly RSS Feed Aggregator feedly.com
The Skimm News at a Glance theskimm.com

TRANSLATE ANYTHING

Microsoft Translator Translation Tool with Instant Translation for Multiple Languages translator.microsoft.com
Google Translate Translation Tool with Augmented Reality Tools translate.google.com and in app stores

LEARN A NEW LANGUAGE

Duolingo Gamified Free Language-Learning System duolingo.com
Tandem Language Practice App..... tandem.net

CHECK THE WEATHER

Dark Sky Unnervingly Precise Weather App..... darksky.net
What the Forecast?!! Weather Forecasts with Giggles..... nightcatproductions.com/whattheforecast



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UTILITIES

CAPTURE INFO FROM YOUR COMPUTER SCREEN

Jing and/or Snagit	The Best Screenshot Tools	techsmith.com
Reflector	Screen Mirroring Tool for Your Mobile Devices	airsquirrels.com/reflector

SCAN DOCUMENTS

Office Lens	Scanning App with OCR Functionality	microsoft.com/officelens
Genius Scan	Robust Smart Scanning Tool	thegrizzlylabs.com/genius-scan
Tiny Scanner	Scanning App with an Identity Crisis	appxy.com/tinyscan
TurboScan	Another Favorite Scan Tool	turboscanapp.com

SECURITY TOOLS

MONITOR YOUR FAMILY

Life360	Family Location and Communication System	life360.com
GameChanger	Sports Tracker for Parents and Grandparents	gc.com

STAY SAFE ONLINE

EmailOnDeck	Free Temporary Email Addresses	Emailondeck.com
Mailinator	Instant @mailinator.com Email Inboxes	mailinator.com

SEARCH BETTER AND FASTER

DuckDuckGo	Search Engine with Privacy Protection	duckduckgo.com
Wayback Machine	Search Engine for the Past	archive.org/web

MANAGE YOUR PASSWORDS

LastPass	One of the Top Five Password Managers	lastpass.com
KeePass	Open-Source Password Manager with Local Storage	keepass.info
1Password	Top Password Manager with Offline Storage and Manual Sync	agilebits.com/onepassword
Dashlane	Top Password Manager with Online/Offline Storage Options	dashlane.com
Have I Been Pwned?	Search Engine for Hacked Emails and Usernames	haveibeenpwned.com

IMPROVE YOUR BROWSING EFFICIENCY

Adblock Plus	Browser Adblocker that Prevents Pop-Ups, Tracking, Malware and More	adblockplus.org
Print Friendly	Multi-Platform Print Management Tool	printfriendly.com
Printliminator	Simple Bookmark for Print-Friendly Sites	nerdybff.com/printliminatorbookmark
Fast.com	Netflix Internet Speed Checker	fast.com
Down for Everyone or Just Me?	Utility to Discover Whether a Site is Down for Everyone	downforeveryoneorjustme.com

MANAGE SPAM: EMAIL AND PHONE

Unroll.me	Email Subscription Manager and Unsubscribe Tool	unroll.me
Gmail	The Most Versatile Cloud-Based Email Service	gmail.com
Truecaller	Mystery Number Identifier for Mobile Devices	truecaller.com
Nomorobo	Registry to Remove Your Number from Robocall Lists	nomorobo.com



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TRAVEL

ORGANIZE TRAVEL PLANS

Triplt	Effortless Travel Organizer.....	tripit.com
HelloGbye	Textable Travel Agent Bot	hellogbye.com

TRACK MILEAGE

MileIQ	Mileage Tracking App.....	mileiq.com
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STAY SAFE ON THE GO

SafeTrek	Safety Button that Reaches Authorities in a Flash	safetrekapp.com
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NAVIGATE SMARTLY

Waze	Crowdsourced Navigation App with Real-Time Updates	waze.com
FlightAware	Flight Tracker with Airport Delay Info	flightaware.com
brettapproved	Site that Helps People with Disabilities Travel Easier.....	brettapproved.com

DELEGATE

AUTOMATE TASKS

IFTTT	Free Multi-App Automator.....	ifttt.com
Zapier	Free/Paid Multi-App Automator	zapier.com
Buffer	Social Media Scheduler.....	buffer.com

OUTSOURCE WORK TASKS

Fancy Hands	U.S.-Based Virtual Assistants for Small Tasks	fancyhands.com
Fiverr	Freelance Marketplace for Small Jobs Starting at Five Bucks.....	fiverr.com
Upwork	Freelance Community for Larger Projects	upwork.com

FINANCE

TRACK RECEIPTS AND EXPENSES

Shoboxed	Expense Manager for Paper and Digital Receipts	shoboxed.com
Wally	Easy Expense Tracker	wally.me
FileThis	Financial Statement Fetching Tool.....	filethis.com

MANAGE BUDGETS AND SPENDING

Mint	Award-Winning Budget Management Tool	mint.com
Digit	Delightful Text-Based Savings Chatbot.....	digit.co

SAVE MONEY

RetailMeNot	Coupon Site with Mobile App for Bargains.....	retailmenot.com
Honey	Browser Extension for Coupon Codes and Savings	joinhoney.com
Key Ring	Loyalty Card Organizer	keyringapp.com



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PERSONAL GROWTH AND CAREER

ORGANIZE AND SYNCHRONIZE CONTACTS

FullContact	The Best Contact Management System on the Planet	fullcontact.com
Contactually	Contact Management with a Built-In Bucket Game	contactually.com
Nimble	Social Media-Connected Contact Management Tool	nimble.com

RESEARCH CONNECTIONS AND PROSPECTS

Crystal	Contact Research Tool that Analyzes Personalities.....	crystalknows.com
Nudge	Contact Manager and Researcher.....	nudge.ai
Hunter	Email Hunting Tool and More.....	hunter.io

KEEP AN EYE ON YOUR ONLINE REPUTATION

BrandYourself	Google Results Monitoring	brandyourself.com
Google Alerts	Free News Monitoring for Your Name and Brand	google.com/alerts
Rep'nUp	Social Media Scanner for Harmful Posts.....	repnup.com
NameChk	Domain and Social Media Check for Your Brand.....	namechk.com

FOCUS AND GET THINGS DONE

The Pomodoro Technique®	Kitchen Timer Productivity Technique	cirillocompany.de/pages/pomodoro-technique
Forest	Focus Tool that Grows Trees.....	forestapp.cc
StayFocusd	Chrome Plugin for Site Blocking.....	nerdybff.com/stayfocused-app
RescueTime	Software that Tracks Where the Time Goes.....	rescuetime.com

HEALTH

STAY CALM

Noisli	Background Noise Tool.....	noisli.com
Calm	Meditation Tool for Online and On the Go.....	calm.com
Headspace	Another Meditation Tool	headspace.com

PHOTO AND VIDEO

USE IMAGE FILTERS AND AUTO-ART TOOLS

Photofy	Advanced Photo Editor with Filters and Stickers	photofy.com
PicsArt	Do-It-All Image Editor	picsart.com
Prisma	Photo App that Transforms Images into Works of Art with AI.....	prisma-ai.com
AutoDraw	AI Drawing Tool.....	autodraw.com
Stencil	Instant Text-Over-Image Tool with Chrome Plugin.....	getstencil.com
Tagxedo	Word Cloud Maker	tagxedo.com
Typo Effect Photo Editor	Android App that Paints Pictures with Words.....	typographydesign.in
WordFoto	iOS App that Paints Pictures with Words.....	wordfoto.com
Pho.to	Image Editing for Fun Frames, Filters and Editing.....	pho.to
Photofacefun	My Favorite Photo Frame Site	photofacefun.com
EasyMoza	Photo Mosaic Site	easymoza.com
Mozaikr	My Favorite Mosaic App (iOS).....	Mozai.kr
Picture Mosaics	Photo Mosaic Site with App.....	picturemosaics.com
PicPlayPost	Video Postcards to Jazz Up Marketing.....	mixcord.co/partners/picplaypost.html
Snapseed	Image Tools and Filters.....	snapseed.com



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AVOID PAYING FOR PHOTOSHOP

GIMP	The Original Free Photoshop Replacement.....	gimp.org
Pixlr	Online Photoshop Competitor.....	pixlr.com
Adobe Photoshop Express	Adobe's Lightweight Photoshop Tool.....	photoshop.com/products/photoshopexpress
Inkscape	Vector Editor.....	inkscape.org

PRINT PHOTOS AND ALBUMS

Felt	Accordion-Style Greeting Card from Your Phone.....	feltapp.com
Groovebook	Monthly Photo Albums for \$2.99.....	groovebook.com
Chatbooks	A Fancier Monthly Photo Album.....	chatbooks.com
Mosaic	Deluxe Photo Album with Mosaic Cutout Cover.....	heymosaic.com
Postagram	Photo Postcards from Your Phone.....	sincerely.com/postagram

CREATE VIDEOS AND MULTIMEDIA

Animoto	Multimedia Photo and Video Montage Creator.....	animoto.com
Magisto	Movie Maker for Video Clips.....	magisto.com
Adobe Spark Video	Easy Voice-Over Video Tool.....	spark.adobe.com
PowToon	Whiteboard Video Tool.....	powtoon.com
VideoScribe	Downloadable Whiteboard Video Tool.....	videoscribe.co
Clips	Video Editor with Easy Captions.....	apple.com/clips

EDIT VIDEO AND AUDIO

iMovie	Apple Video Editor.....	apple.com/imovie
Audacity	Open-Source Audio Recorder and Editor.....	audacityteam.org

DESIGN

DISCOVER NEW FONTS

Dafont	Free Font Site with Interactive Preview Feature.....	dafont.com
Font Squirrel	Free Fonts for Commercial Use.....	fontquirrel.com
Wordmark.it	Preview Site for Fonts on Your Computer.....	wordmark.it

CREATE FLYERS, SOCIAL MEDIA POSTS AND OTHER GRAPHICS

Canva	Design Templates for Instant Social Media Posts, Flyers, Invitations and Much More....	canva.com
Adobe Spark Post	Design Templates with Animation for Instant Social Media Posts.....	spark.adobe.com

CREATE INFOGRAPHICS

Easel.ly	Easy-to-Use Infographic Templates.....	easel.ly
Piktochart	Infographic Templates with Flexible Data Points.....	piktochart.com