



DemGen's Small Business Growth Toolkit

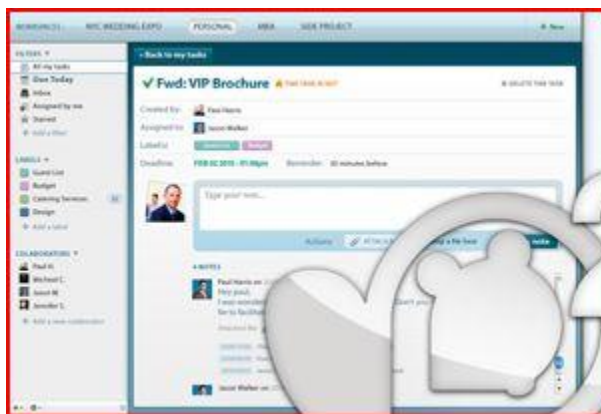
Now that your business is up and running and you've mastered a few of the more basic applications, you would like to branch out and find more online tools to help make your life a little more organized. The list of no-cost online web apps can be a little daunting and without good advice from those who have been there, you're concerned your choices may not be the best.

This edition of the Toolbox is aimed at productivity, management and how to make it easier to get things done simply and efficiently. The applications below can help to keep your life/work in balance effectively. That means more time for you!

TASK MANAGEMENT

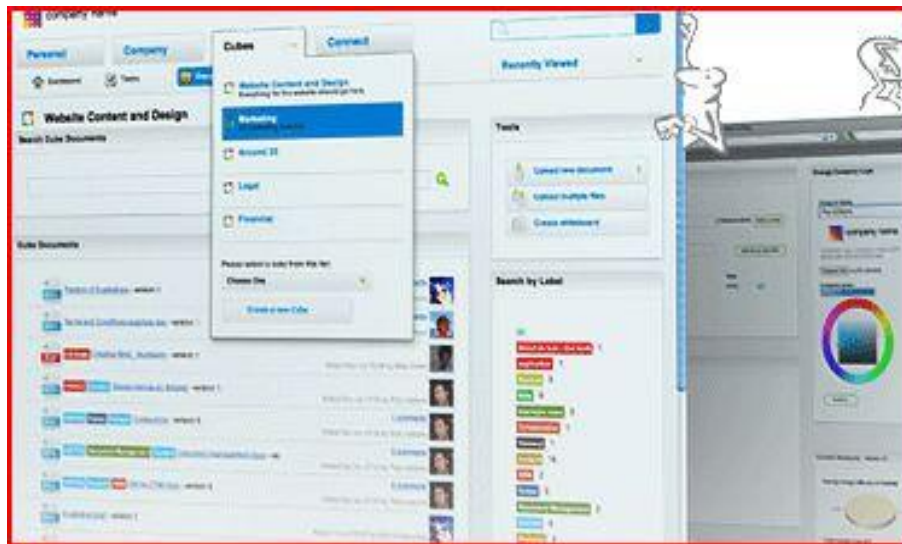
Producteev Two

Producteev Two is a web-based productivity solution. It works well for teams as each member of the team can manage their tasks from their own location. Producteev has integration with Gmail/Google Calendar and connects with Facebook, Twitter, IM and your email. Free for up to three members of a team, there are additional services with the paid version. Upload files, set deadlines and add tasks, even manage multiple teams with the built-in features. With the ability to generate reports such as weekly achievement summaries and email digests, Producteev's collaborative workspace is a good choice for virtual assistants and remote workers.



Glasscubes

Glasscubes is an all in one small business CRM. But it doesn't stop there. Starting with a secure workspace, shared calendar feature and online collaboration from anywhere, it also tracks sales, manages your contacts and projects as well as customer issues.



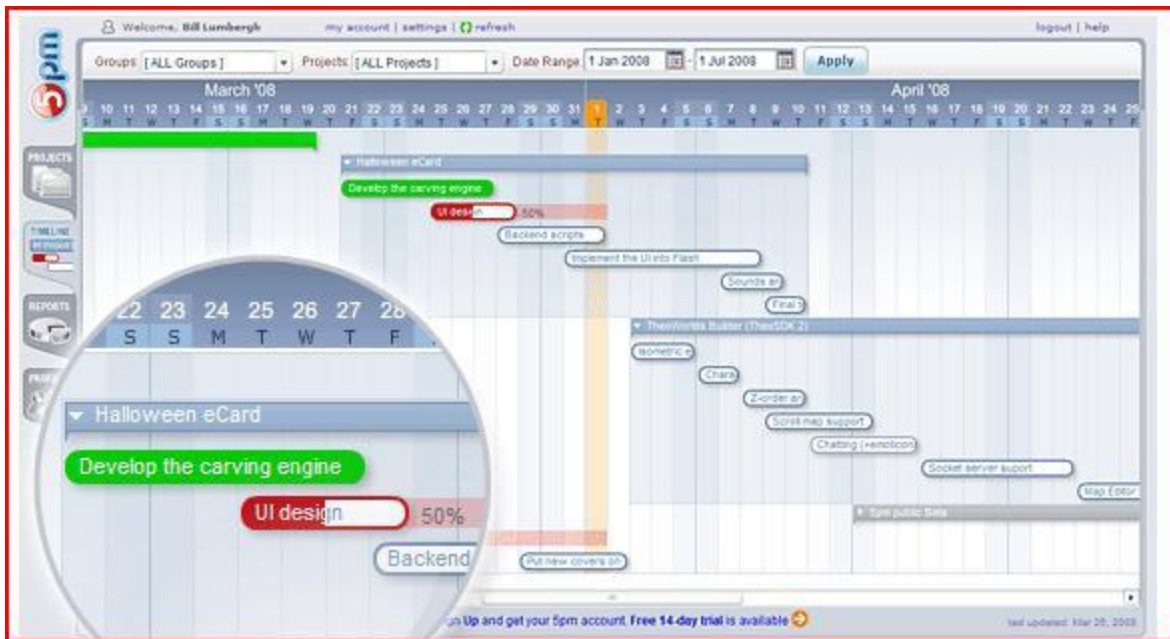
With document and file sharing, including videos, available polls and notifications, this may be all your small business needs to move to the next level.

Worketc

Another all in one software solution is Worketc. It combines automated billing with time sheets, documents and project management. It also includes an area for a knowledgebase as well as self-tracking for customer support issues. Work from anywhere and still have access to your documents without email as it allows remote access over the web.

5pm

5pm is a web based management tool for group projects and team collaboration. It includes time tracking and reporting to help you manage your tasks online. Teams are able to share notes and files, report their billable hours and send/reply to alerts through email. Reports can be generated and printed or exported. Has a great drag and drop task feature!

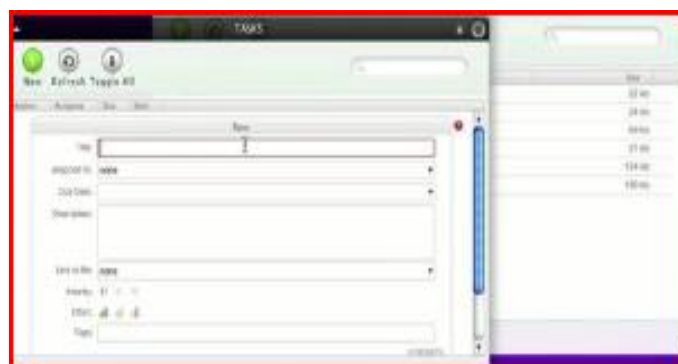


WizeHive

Another collaboration tool, WizeHive tracks your activities, manages your projects and lets you securely share files. Examples of unique uses for WizeHive are running online contests, collecting funding applications for foundations and grants, collecting resumes and even being able to collaboratively review and rate them.

Kohive

Perfect for small businesses, freelancers and teams – Kohive is an online desktop where you can collaborate with others. With embeddable photos and videos from Flickr and YouTube, multiple profiles and 'hives', ability to sync to your Twitter feeds and real time updates, Kohive will be adding an iPhone app to its application.

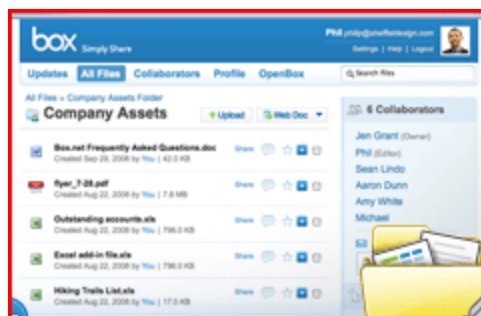


YuuGuu

YuuGuu is a slightly team collaboration app as it is a download, compatible with Windows, Ma and Linux. Very useful for web-conferencing and online meetings, it also includes instant messaging, integration with various calendars such as Outlook and Google, embeddable entry pages and several audio conferencing choices.

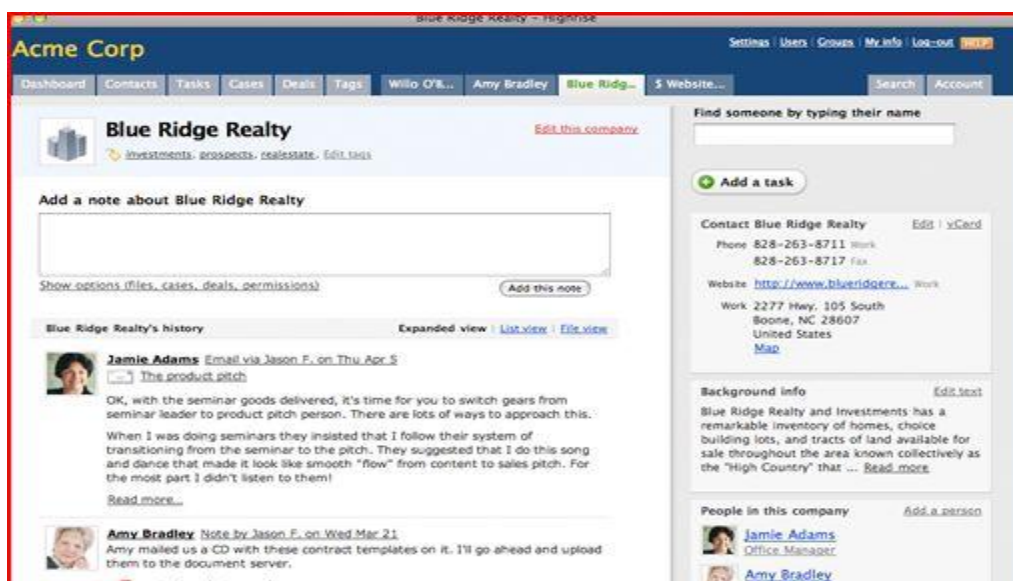
Box

Remote working made easier. With Box you can sync your desktop files and have them available everywhere you go, even without an internet connection. Teams can access all files for downloading, revisions and editing.



Box helps you avoid cluttering your desktop by securely storing your files. Compatible with all file types.

Highrise



If you are are looking for an easy to use yet complete contact management system, Highrise is a good choice. It works well for teams as history and notes can be tracked and shared within your group. Think of it as a home base where everyone can interact with each other.

COMMUNICATION

Phonebooth Free

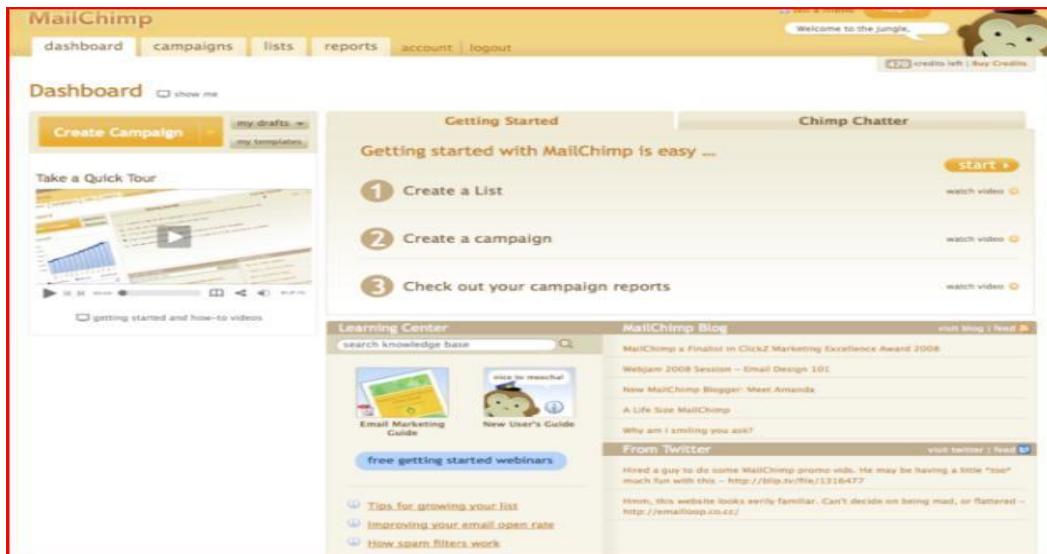
Still in Beta, Phonebooth Free is an "in the cloud" phone solution for small business and virtual workers. It includes a free local phone number, extensions and voicemail which can be read in your email. As your business expands, you can move up to the paid version, Phonebooth OnDemand, an unlimited, full-featured phone system.

WordPress

Ready to try your hand at blogging? WordPress has a free as well as a paid version and with it's ease of use, huge choice of themes and variety of plug ins, it is a great choice for your first blogging platform.

MailChimp

Once your business is starting to grow and you are at the point where you would like to send out a newsletter, MailChimp is one of the best options. It helps you to build and manage your email list and integrates with Twitter, WordPress and more. Track your campaign results, go mobile and with the free account, send up to 3,000 emails each month.



FILES AND FORMS ETC.

[ShareFile](#)

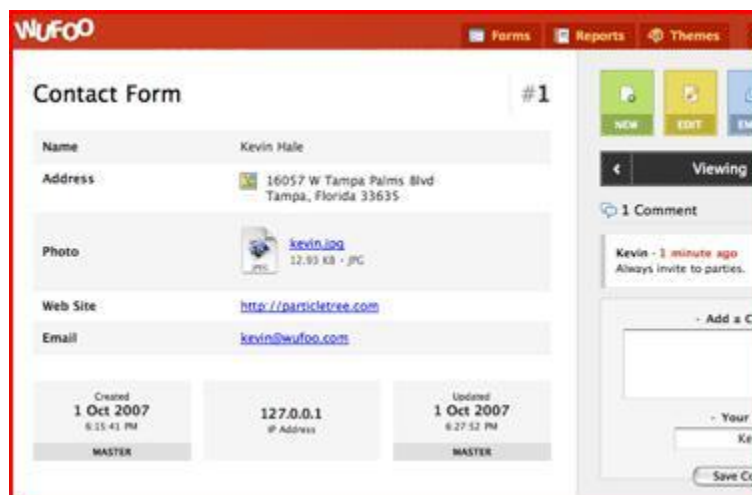
As your client list grows, there will be times that you will have large project-related files to exchange and you'll want a secure method of doing so. ShareFile has a free trial which includes a custom interface to match your company logo. Your valuable data will be encrypted and backed up in real-time.

[WeTransfer](#)

Another quick way to send files if it's only needed occasionally is WeTransfer. With no registration and files available for two weeks, you can send files freely up to a 2 GB limit.

[Wufoo](#)

Once your website is up and running or you have begun a new blog, you will want to capture visitor information in order to send out info or your new newsletter. Wufoo is an easy to use form builder that has a variety of uses: contact forms, online surveys, invitations and more.

A screenshot of a Wufoo web interface showing a 'Contact Form' submission. The form fields are filled with: Name: Kevin Hale, Address: 16057 W Tampa Palms Blvd, Tampa, Florida 33635, Photo: kevin.jpg (12.93 KB), Web Site: http://parrottree.com, and Email: kevin@wufoo.com. The submission is dated 'Created 1 Oct 2007 6:25:43 PM' and 'Updated 1 Oct 2007 6:27:52 PM'. On the right, there's a sidebar with 'NEW', 'EDIT', and 'EMAIL' buttons, a 'Viewing E' section, a '1 Comment' section with a comment from Kevin, and a 'Add a Co' section. At the bottom right is a 'Save Con' button.

[Live Banner Maker](#)

Creating a banner that can be used online on sites such as Facebook can help your brand. Live Banner Maker is free of charge. Text and effects can be added to your banner logo.

[Capture Full Page](#)

Taking screenshots on the fly comes in handy for your blog posts and also to email website info to your clients. Capture Full Page is easy to use. Simply enter the URL of the website your wish to capture and hit 'take screenshot'.

For Your iPad, iPod and iPhone

[Memeo Connect Reader](#)

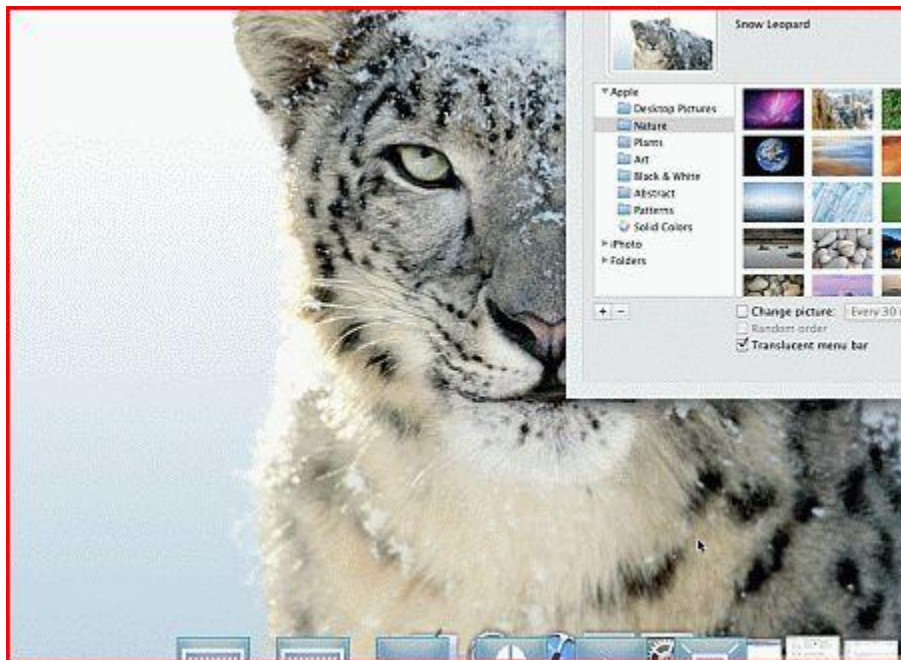
Brings Google Docs to your iPad. Syncs to keep your documents up to date and works with all versions of Google Docs.

[Sundry Notes](#)

A social note taking application, Sundry notes has sharing and syncing features.

[Mocha VNC](#)

Being able to access your Windows or Mac PC from your iPhone when you need critical files and information is a must for small business owners and virtual workers on the go. Free and paid versions.



BRINGING IT ALL TOGETHER

Reddynote

Everyone needs their own management tool to bring their home/work life together, especially if this involves working from different locations. Reddynote has folders that can be used for different areas of your life. You can create tabs which can be labelled and sorted into private, business, ongoing, etc. With a "drag and drop" function, filters and tag sharing if needed, it's the perfect way to keep everything organized and available at a glance.

