# 2017 Success Toolkit

Here's a little list I've put together as a gift for you. The list includes some of my best tools, tips and ideas for making 2017 your best year ever!

Many of the products and services listed below have taken me hours to research and implement. The good news is that they all work amazingly well and might be able to help you as well!

That said, thanks for being a part of LocalsGuide & Enjoy! Shields Bialasik

#### 2017 Success Tool Kit

### Password Management (If you only do one thing ... Do This!)

<u>MSecure</u> - Mobile App for iOS and Android. I cannot recommend this more. Keep all passwords with you all the time, updated and secure. Sync between devices... just don't lose your master password!

### Task Management For Employees & Teams

<u>Asana</u> - This mobile apps plays the role of manager. Sending you notifications each time an employee, contractor or team member has completed a task. Manage and assign new tasks in real time. We use this app all the time!

# Mailing List and Newsletters

Mail Chimp - This company is fun easy to use and affordable. Start an email list today.

#### **Stock Photos**

<u>CanStockPhoto.com</u> - This is the most affordable stock photo company that I've been able to find online. Photos range from \$3 to \$15 and you can buy credits and save even more.

#### **Local Stock Photos**

Here at LocalsGuide we have assembled a vast collection of Local images. If you happen to need one for a project you are doing, and are an active LocalsGuide customer just give us a call. We can hook you up.

# **Post Card Printing**

<u>ExpressCopy.com</u> - Located in Portland. These guys are quick and can have a post card delivery back to Ashland customers within two days. Just upload your files and they do the rest.

### **Employee Time Clock App**

<u>Timely</u> - A nifty little app which allows your employees to login and track their time from where ever they are working. You can then also monitor, set alerts and run reports.

### **Online Scheduling Calendar**

<u>AcuityScheduling.com</u> - There seems to be an over abundance of scheduling apps on the market right now. I have tested several and many are uniquely designed just for specific niche professions. Acuity works nicely because it has more flexible sending confirmations, reminders and managing cancellations. We now use it for scheduling all interview.

### **Recurring Billing**

<u>ChargeOver.com</u> - I spent about three months researching a good platform for managing LocalsGuide recurring billing. Many recurring billing systems get overly complicated and restrictive. Sometimes your being charged hidden fees all the while your customer list might also be on permanent lock down... meaning you cannot export the list once entered. ChargeOver offers a fair price with no hidden fees.

### **Screen Sharing**

<u>Join.me</u> - You can work from home now by sharing your computer screen. Save time and shared your screen.

# eSignature

<u>DocuSign.com</u> - Get it in writing!

#### Ad Blocker

Ad Block Plus- Free, open source ad blocker for web browsers. Installing something like this is a must these days IMO.

#### **Promotional Videos**

<u>Promo by Slidely</u>- Create short promotional videos for social media. Pricey, but very easy (and fun!) to use and yields great results.

#### Recommended LocalsGuide Vendors

<u>Here is Our List</u> - Often times we are being asked who a client should use for design, photography, writing etc. Here is a list we've put together.

# **Some Favorite Quotes**

People often say motivation doesn't last.
Well, neither does bathing. That's why we recommend it daily Zig Ziglar -
"Price is what you pay. Value is what you get." - Warren Buffett -
"The key is to set realistic customer expectations and then not just meet them but to exceed them - preferably in unexpected and helpful ways." - Richard Branson -

# **Last But Not Least**

 $\frac{Schedule\ Your\ 2017\ Interview}{Schedule\ Your\ 2017\ Interview} - If\ you\ are\ an\ active\ LocalsGuide\ advertiser\ make$  sure to get your 2017 interview scheduled and on the calendar.