



Productivity & Project Management Tools

These tools help me stay organized, manage projects, and handle research efficiently.

Tools I Use

- [Gemini Deep Research](#) (free)
AI research assistant by Google to explore complex topics and gather insights.
- [Microsoft 365](#) (\$6–\$12/month for personal use, \$25/month for businesses)
Email, document creation, cloud storage, and team collaboration tools.
- [Notebook LM](#) (free)
Experimental AI tool that summarizes, organizes, and connects ideas in your notes.

Other Recommended Tools

- [Asana](#) (free/\$10–\$25/month)
Project management platform to assign tasks, set deadlines, and track progress.
- [Notion](#) (free/\$8+/month)
All-in-one workspace combining notes, tasks, wikis, and databases.
- [Slack](#) (free/\$7.25+/month)
Team messaging platform to organize communication and share files in channels.
- [Trello](#) (free/\$5–\$10/month)
Visual project management boards with cards and lists to track tasks and workflows.

Marketing & Social Media Tools

These tools help me design content, automate outreach, and strengthen customer communication.

Tools I Use

- [Awesome Screenshot](#) (free/paid)
Capture, annotate, and share screenshots for social media or tutorials.

- [Buffer](#) (free/\$6+/month)
Social media scheduling tool to automate posts across multiple platforms.
- [Canva](#) (free/\$12.99 Pro)
Graphic design tool for social posts, flyers, presentations, and marketing visuals.
- [Kit \(ConvertKit\)](#) (free/\$15+/month)
Email marketing platform to automate campaigns, manage subscribers, and track results.

Other Recommended Tools

- [Later](#) (free/\$18+/month)
Visual social media scheduling platform with a drag-and-drop calendar.
- [Mailchimp](#) (free/\$13-\$20+/month)
Email marketing service known for easy automation and audience segmentation.

Finance & Accounting Tools

These tools help me track income, expenses, invoicing, and overall finances.

Tools I Use

- [QuickBooks](#) (\$25+/month)
Bookkeeping, invoicing, expense tracking, and financial reporting for small businesses.

Other Recommended Tools

- [Expensify](#) (free/\$5+/month)
App to scan receipts, track expenses, and manage reimbursements.
- [FreshBooks](#) (\$19-\$33/month)
Accounting software tailored for freelancers and service businesses.
- [Wave](#) (free, fees apply)
Free accounting and invoicing software; payment processing and payroll cost extra.

E-commerce & Automation Tools

These tools help me process payments, manage online sales, and automate workflows.

Tools I Use

- [Make \(Integromat\)](#) (free/\$9+/month)
Tool to automate workflows by connecting apps and reducing manual tasks.
- [Stripe](#) (transaction fees)
Flexible online payment processor for websites, apps, and online stores.

Other Recommended Tools

- [Shopify](#) (\$39+/month)
All-in-one e-commerce platform for creating and managing online stores.

- [Square](#) (fees apply)
Point-of-sale system and payment processor for both in-person and online sales.

Operations & Customer Management Tools

These tools help me manage customer relationships, team collaboration, and internal workflows.

Tools I Use

- [Make \(Integromat\)](#)
(Also listed under automation) Automates internal workflows by linking apps and services.
- [Microsoft 365](#)
(Also listed under productivity) Provides essential tools for email, document management, and collaboration.

Other Recommended Tools

- [Airtable](#) (free/\$10+/month)
Combines spreadsheets and databases for project and data management.
- [Google Workspace](#) (\$6-\$12+/month)
Cloud-based suite for email, documents, storage, and team collaboration.
- [HubSpot CRM](#) (free, upgrades available)
CRM platform to manage contacts, sales pipelines, and customer relationships.


Cybersecurity & Password Protection Tools

These tools help protect sensitive data, secure accounts, and ensure safe remote work.

Tools I Use

- [Microsoft 365 Security](#)
Built-in security features like multi-factor authentication and encryption.

Other Recommended Tools

- [1Password](#) (\$2.99-\$7.99/month)
Password manager to securely store, organize, and share logins.
 - [LastPass](#) (free/\$3-\$4/month)
Password manager with team sharing and secure vaults.
 - [ExpressVPN](#) (\$8-\$12/month)
VPN to encrypt your internet connection and protect data.
 - [NordVPN](#) (\$4-\$8/month)
VPN service to secure online activity, especially on public Wi-Fi.
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Website: www.TheStressFreeCEO.com

Email: Susan@thestressfreeceo.com
