

Useful Business Apps

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Categories

- Productivity
- Data Storage
- Operational
- Marketing
- Networking
- Project management
- Tips

Productivity

Business.gov.au

- My Biz Plan
 - Business plan
- Market My Biz
 - Marketing plan
- My Biz Shield
 - Emergency Management and recovery plan

Free



Productivity

- Pages
 - Word Processing
- Key Note
 - Presentations
- Numbers
 - Excel equivalent



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Productivity

- Readers
 - PDF Reader
 - QR Code readers
- Document Scanners
 - Scan to email, text or print
- Printers
 - Depending on your printer there are specific apps



Free or \$\$

Productivity

- Google
 - Gmail
 - Personalise your email address
 - Google drive
 - Google calendar
 - More...
- Syncs with I phone / android calendars and email



Free

Data Storage

- Drop Box
 - 2GB Free + more
 - \$11.00/month 100GB
 - Stored in the cloud
 - Easy share and access
- Google Drive
 - 15GB free
 - Easy share and access



Operational

- Banking
 - Nearly every bank has an app
 - Pay bills
 - Transfer money
 - Check balances



Free

Operational

- Accounting
 - Invoice to go
 - Expense tracking

\$\$

- ATO
 - Tax tables
 - Super contributions eligibility
 - Super contributions calculator

Free



Operational

- VL - Vehicle Log
 - For ATO requirements
 - Free
- Tape A Call
 - Make sure its ok to record
 - Notify other person
 - \$\$\$



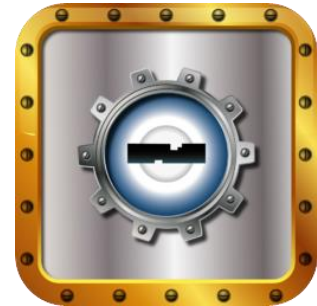
Operational

- Password Protect
 - Secure place to put login and password details

Free or \$\$

- Find My I Phone

Free



Marketing

SOCIAL MEDIA

- Facebook
- Pages
 - Manage your facebook page
- Instagram
- Twittter
- Pinterst

Free



Marketing

- Gumtree
 - sales
- Ebay
 - Online sales
- Web editing
 - Blogging
- Animoto
 - Video maker

\$\$ and Free



Networking

- LinkedIn
 - networks
 - Groups
 - Jobs

- Cam card
 - Scan business cards
 - Send between people
 - Sync to contacts



Free

Project Management

- Asana

Free

- Mind mapping

- I thought

- iMindMap

\$\$

- Time management/billing

- Office Time

\$\$ or free

- Wonder lists

Free



Tips

- Read reviews – particularly negative ones
- If possible try first before spending \$\$\$
- Is there a website?
- When was the last update (could be old)
- Can be time consuming
 - Is the time used on apps useful to you business

Security

- Make sure you have protection on your computer eg AVG
- Have locks on phones and tablets
- Cloud based data – can it be coded or protected? Should it be stored there.
- Find my I Phone has capability to wipe if stolen