TECH TALK: TOOLS FOR YOUR EDITORIAL BUSINESS

Carin Panganiban
March 2016
BEFORE WE BEGIN
OBJECTIVES

➤ To introduce several key tools and their benefits
➤ To make it easy to get started using them by walking through brief demos
➤ To leave class confident about leveraging new tech for their businesses
1. Simplifying ’site creation
2. Controlling your contracts
3. Dealing with documents
4. Perfecting project management
5. Tracking your time
6. Exciting extras
SIMPLIFYING 'SITE CREATION

A great portfolio website the easy way
SIMPLIFYING SITE CREATION

IF YOU JUST HAVE A FEW HOURS:

LinkedIn
As a designer, I like to solve problems—particularly problems around content, information design, and interface usability—and I spend a lot of time thinking about how seemingly small changes can create important shifts in psychology and understanding.

As a product manager, I also spend a lot of time with the big problems—pushing individuals to hone down the...
As a designer, I like to solve problems—particularly problems around content, information design, and interface usability—and I spend a lot of time thinking about how seemingly small changes can create important shifts in psychology and understanding.

As a product manager, I also spend a lot of time with the big problems—pushing individuals to hone down the...
LINKEDIN HIGHLIGHTS

OTHER SECTIONS

➤ Skills & Endorsements
➤ Recommendations
➤ Projects
➤ Certifications
➤ Honors & Awards
➤ Publishings
➤ Your Posts
➤ Groups
➤ Your Organizations
➤ & more
SIMPLIFYING ‘SITE CREATION

IF YOU HAVE A FEW DAYS:

weebly
What's the Focus of Your Site?

Site

Blog

Store

You'll have access to all of our awesome features no matter what you choose!
Choose a Theme

You can easily change this later. Any theme can have a Store or Blog.
CHosen theme: “Impact”
WEEBLY HIGHLIGHTS

Click on any element to edit and adjust

Click to add headline
Choose pre-made layouts:
WEEBLY HIGHLIGHTS

Or add your own elements wherever you need them, in a simple drag-and-drop interface, always on the left panel.
And adjust your theme or change your theme whenever you want, without affecting your content.
And adjust your theme or change your theme whenever you want, without affecting your content.

(even get into the code if you want to!)
SIMPLIFYING ‘SITE CREATION

IF YOU HAVE UNLIMITED TIME . . .
AND WANT UNLIMITED CUSTOMIZATION . . .

WordPress
Create your new website for free

WordPress.com is the best place for your personal blog or business site.

Create Website
Create Blog

Create a Website
Promote your business or personal brand

Start a Blog
Share your thoughts with friends and fans

Discover
Find and discuss the best stories on the web
CONTROLLING YOUR CONTRACTS

Making sense (and cents) out of legal
Remember!!! Ask for the money up front!!
CONTROLLING YOUR CONTRACTS
www.shakelaw.com
mobile app | web app
SHAKE CONTRACTS
SHAKE CONTRACTS

CREATE AN AGREEMENT

**SAMPLE AGREEMENT**
1 template

FREELANCE
10 templates

KEEP CONFIDENTIAL
1 template

BUY / SELL
1 template

RENT / LEND
1 template

LOAN MONEY
1 template

CREATE YOUR OWN
1 template

PHOTOGRAPHY RELEASES
3 templates

FREELANCE

General Freelance (Assignment)

General Freelance (License)

Graphic Design (Assignment)

Graphic Design (License)

Photography (Assignment)

Photography (License)

Software Development (Assignment)

Software Development (License)

Writing (Assignment)

Writing (License)
SHAKE CONTRACTS

CREATE AN AGREEMENT

**SAMPLE AGREEMENT**
1 template

FREELANCE
10 templates

KEEP CONFIDENTIAL
1 template

BUY / SELL
1 template

RENT / LEND
1 template

LOAN MONEY
1 template

CREATE YOUR OWN
1 template

PHOTOGRAPHY RELEASES
3 templates

FREELANCE

General Freelance (Assignment)
General Freelance (License)
Graphic Design (Assignment)
Graphic Design (License)
Photography (Assignment)
Photography (License)
Software Development (Assignment)
Software Development (License)
Writing (Assignment)
Writing (License)

General Freelance Agreement (Assignment)

Use this form if you intend for the client to own the freelancer's work.

CONTINUE
SHAKE CONTRACTS

1. Name Client and Freelancer

What are the client’s and freelancer’s full names? (e.g., ‘John Smith’ or ‘Acme, Inc.’)

Client Name

Freelancer Name

Describe what the freelancer will do. Include any milestones.

Done
1. Name Client and Freelancer
2. Describe the work to be done
1. Name Client and Freelancer
2. Describe the work to be done
3. Choose deadline
1. Name Client and Freelancer
2. Describe the work to be done
3. Choose deadline
4. Choose payment terms
1. Name Client and Freelancer
2. Describe the work to be done
3. Choose deadline
4. Choose payment terms
1. Name Client and Freelancer
2. Describe the work to be done
3. Choose deadline
4. Choose payment terms
1. Name Client and Freelancer
2. Describe the work to be done
3. Choose deadline
4. Choose payment terms
1. Name Client and Freelancer
2. Describe the work to be done
3. Choose deadline
4. Choose payment terms
5. Name your state
1. Name Client and Freelancer
2. Describe the work to be done
3. Choose deadline
4. Choose payment terms
5. Name your state
6. Generate agreement
1. Name Client and Freelancer
2. Describe the work to be done
3. Choose deadline
4. Choose payment terms
5. Name your state
6. Generate agreement
7. Review, edit, sign and send
8. Client reviews and signs
Congratulations, it's ready to review!

**GENERAL FREELANCE AGREEMENT (ASSIGNMENT)**

EdGuild Test ("Client") is hiring Carin Panganiban ("Freelancer") to do certain work. The following sets forth the agreement between these two parties and binds them both.

**SCOPE OF WORK**

Freelancer will do the following for Client (the "Scope of Work"):

- Present on digital business tools!
- Freelancer may decline, or charge additionally for, work that Freelancer reasonably deems to be beyond this scope.
- The final deadline for completing the above work is: March 14, 2016

**OWNERSHIP OF THE WORK**

Freelancer hereby assigns to Client all right, title and interest in the work produced or developed under this agreement, including all patent, trade secret trademark rights, and copyrights. This assignment is conditioned on Freelancer being paid the full amount owed under this agreement.

Signing a copy of this agreement, physical or electronic, will have the same effect as signing an original.
Carin Panganiban sent you: General Freelance Agreement (Assignment)

Hi Carin,

Carin created the following document on Shake: General Freelance Agreement (Assignment). It’s ready to be signed, so click on the link below to review and sign.

Best,
Team Shake

GENERAL FREELANCE AGREEMENT (ASSIGNMENT)

EdGuild Test ("Client") is hiring Carin Panganiban ("Freelancer") to do certain work. The following sets forth the agreement between these two parties and binds them both.

Scope of Work

Freelancer will do the following for Client (the "Scope of Work"):

- Present on digital business tools!
- Freelancer may decline, or charge additionally for, work that Freelancer reasonably deems to be beyond this scope.

SIGN NOW
www.hellobonsai.com

web app
BONSAI HIGHLIGHTS

➤ Write beautiful, bulletproof contracts, as easily as with Shake
➤ Get contracts signed and stored
➤ Create invoices from contracts
➤ Integrate payment methods like PayPal
➤ Con: Web app only
➤ Con: Not many pre-made specialized templates
BONSAI CONTRACTS

BASIC INFO

I am a freelancer and I'm in the United States in Washington.

I work as an Editor.

I work through a company (e.g., Smith Corp).

My Client is a company named Random House.

PAYMENT

The Client will pay a flat fee of $10,000 USD.

Before I start work, the Client will pay me a deposit of $1,000. For the remaining amount, I'll invoice them at the end of the project.

The Client has 15 day(s) to pay invoices. Late payments incur a fee of 1% per month.

This contract will start on Mar 10, 2016 and will end when the scope of work is complete.

If either party ends the contract early, the Client will pay a pro-rated amount for the time worked.
BONSAI CONTRACTS

Like Shake, Bonsai walks you through building a contract with simple prompts.

BASIC INFO

I am a freelancer and I'm in the United States in Washington.

I work as a/an Editor.

I work through a company (e.g., Smith Corp).

My Client is a company named Random House.

PAYMENT

The Client will pay a flat fee of $10,000 USD.

Before I start work, the Client will pay me a deposit of

and the remaining amount, I'll invoice them for. I'll

The project will last for 30 days to pay invoices.

And will incur a fee of 1% per month.

I start on March 10, 2016 and will end

when the scope of work is complete.

If either party ends the contract early, the Client will pay

a pro-rated amount for the time worked.
BONSAI CONTRACTS

BASIC INFO

SCOPE OF WORK

What am I, the "Editor", being hired to do?

Edit the next major YA trilogy.

OPTIONAL

Click to attach a statement of work file.

PAYMENT

The Client will pay a flat fee of $10,000 USD.

Before I start work, the Client will pay me a deposit of $1,000. For the remaining amount, I'll invoice them at the end of the project.

If either party ends the contract early, the Client will pay a pro-rated amount for the time worked.

But also allows attachments to the contract
Review the contract, clicking the highlights to make changes. You won’t be able to edit it once you sign it.

You can also add logos and addendums.

This is your draft contract. Top lawyers wrote it with standard terms for freelance work.

Independent Contractor Agreement

This Contract is between Random House (the “Client”) and Carin Panganiban (the ’Editor’). The Contract is dated [the date both parties sign].

1. WORK AND PAYMENT.
   1.1 Project. The Client is hiring the Editor to do the following: Edit the next major YA trilogy.
   1.2 Schedule. The Editor will begin work on March 10, 2016 and will continue until the work is complete. Contract can be ended by either Client or Editor at any time, pursuant to the terms of Section 6, Term and Termination.
   1.3 Payment. The Client will pay the Editor a flat fee of $10,000.00 (USD). Of this, the Client will pay the Editor $1,000.00 (USD) before work begins.
   1.4 Expenses. The Client will not reimburse the Editor’s expenses.
   1.5 Invoices. The Editor will invoice the Client at the end of the project. The Client agrees to pay the amount owed within 15 days of receiving the invoice. Payment after that date will incur a late fee of 1.0% per month on the outstanding amount.
   1.6 Support. The Editor will not provide support for any deliverable once the Client accepts it, unless otherwise agreed in writing.

2. OWNERSHIP AND LICENSES
BONSAI CONTRACTS

INVOICES

Bonsai Contracts & Payments are integrated to simplify your freelancing.
Send invoices via Bonsai. Get paid via credit card, bank transfer, or PayPal. Automated payments help you save time & avoid late payments.

LEARN MORE ›

AND BONUS! You can create invoices for the work directly from the contract!

We'll create 2 invoices for this project:

<table>
<thead>
<tr>
<th></th>
<th>Invoice: Deposit for $1,000.00</th>
<th>will be issued Mar 10, 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Invoice: Payment for work for $9,000.00</td>
<td></td>
</tr>
</tbody>
</table>

Create these invoices once this contract is signed.

(You can review & edit them before they're sent.)
BONSAI CONTRACTS

OR create them any time you want, and link your PayPal to get paid!
PAYPAL HIGHLIGHTS

➤ Build & send invoices
➤ Track invoices & send reminders for payments
➤ View & download payment and invoice history
➤ Get paid securely from PayPal, credit, or debit accounts (2.9% fee)
➤ Create personalized templates to quickly re-create invoices for standard work
PAYPAL INVOICES

Create Invoice

My templates: Quantity (default)

Invoice number: 0001
Invoice date: 03/09/2016
Reference: Such as PO#
Due date: Due on receipt

Bill to: Email address or name
Cc: Email addresses

Customize: Quantity, Add/remove detail, USD - U.S. Dollars
# PayPal Invoices

## Create Invoice

<table>
<thead>
<tr>
<th>Description</th>
<th>Hours</th>
<th>Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item name</td>
<td>1</td>
<td>0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

- **Subtotal**: $0.00
- **Discount**: 0%
- **Total**: $0.00 USD

- **Allow partial payment**: [ ]

**Note to recipient**: Such as “Thank you for your business”

**Terms and conditions**: Include your return or cancelation policy

- **Attach files**: [ ]
Pending

**MAR 09**

EdGuild Test
Invoice sent $0.00 USD

EdGuild Test hasn’t paid yet. Send a reminder | Cancel

Manage Invoices | Create Invoice | Items | Settings | Features | Invoicing feedback

**Invoice Details**

**History**

Mar 9, 2016, 10:49 AM
You sent a invoice to EdGuild Test (carin.panganiban@gmail.com).

Mar 9, 2016, 10:49 AM
You updated the invoice.

More...

Add memo to self

INVOICE

Carin Panganiban

Invoice #: 0001
Send and view your pending invoices, and send pre-designed reminders for upcoming or late payments...
PAYPAL INVOICES

...and see invoice history, including when the invoice was edited.
**Invoice Details**

This invoice was edited on March 9, 2016 at 10:49 AM PST

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**INVOICE**

Carin Panganiban

Invoice number: 0001  
Invoice date: 3/9/2016  
Payment terms: Due on receipt  
Due date: 3/9/2016

Amount Due:  
$1.00

**Bill To:**
EdGuild Test  
carin.panganiban@gmail.com
Clients receive a link to the invoice via email and can print the invoice and send a check OR pay electronically with their method of choice.
PAYPAL INVOICES

Invoice Details

Pay now

This invoice was paid.

Bill To:
EdGuild Test
carin.panganiban@gmail.com

You get paid!
DEALING WITH DOCUMENTS

Leveraging cloud technology
DEALING WITH DOCUMENTS

THERE MUST BE
A BETTER WAY OF
CHOOSING CLOUD
PROVIDERS!
DEALING WITH DOCUMENTS

WHICH TO USE?

to store, backup, transfer, collaborate, edit, and organize document
…and access them anywhere

[Logos for Dropbox, Google Drive, OneDrive]

web app | mobile app | desktop app
DEALING WITH DOCUMENTS

➤ The “classic” cloud storage: reliable and easy-to-use

➤ Free 2GB storage, with ability to “earn” more

➤ $10/mo for 1 TB

➤ Lives within computer’s file system

➤ Plugins for Gmail for easy sending

www.dropbox.com
DEALING WITH DOCUMENTS

➤ Complete set of free office documents (word processor, spreadsheet app, presentation builder)

➤ Free 15GB storage

➤ $2/mo for 100GB or $10/mo for 1 TB

➤ Easy sending, viewing, and downloading documents with Gmail.

www.google.com/drive
DEALING WITH DOCUMENTS

➤ Works very closely with Microsoft Office apps (Word, Excel, PowerPoint)

➤ Edit and download Office documents online

➤ Free 5GB storage

➤ $2/mo for 50GB

➤ Con: least popular, and so least amount of integrations

www.onedrive.com/live
...and then there's

www.evernote.com

web app | mobile app | desktop app
EVERNOTE HIGHLIGHTS

➤ Write (and categorize) notes, quickly, anytime—when an idea strikes, when a client sends new information, when you meet a new potential client.

➤ Automatically syncs across all devices

➤ Content is 100% searchable, and easy to tag and categorize

➤ Attach documents & images, record audio, or sketch in app

➤ Usage is free (additional features only $25-50/year)
Tech Talks: Leveraging New Technology in 2016

8 SECONDS AGO

MEETING DESCRIPTION As independent editors bringing your businesses into 2016, you are just a few clicks away from countless business tools and new apps designed to make your business lives easier. However, sorting through them all (and then learning how to use them) can be a bit of a challenge. In this “Tech Talk,” we will pinpoint some of the best new and “tried and true” digital tools for independent business owners and demonstrate key ways to leverage them for your work. From professionally establishing your editing business and engaging new clients, to efficiently managing daily tasks and tracking your hours, we will cover the best tech tools make your work life easier and more effective.
USE EVERNOTE TO...

Write anything — project notes, proposal drafts, email templates, to do lists.

Tech Talks: Leveraging New Technolo...
8 SECONDS AGO
MEETING DESCRIPTION As independent editors bringing your businesses into 2016, you are just a few clicks away from countless

Javascript Class
2 MINUTES AGO
numbers, strings, boolean Variables: storing & displaying things Operators (addition, subtraction, multiplication, increment,

Apartment complexes
53 MINUTES AGO
Bellevue Park highland Middle of nowhere place KIRKLAND: Hubbards Crossing 12520 101st Way NE #6, Kirkland WA 98034 Great

Tech Talks: Leveraging Ne...

MEETING DESCRIPTION
As independent editors bringing your businesses into 2016, you are just a few clicks away from countless business tools and new apps designed to make your business lives easier. However, sorting through them all (and then learning how to use them) can be a bit of a challenge. In this “Tech Talk,” we will pinpoint some of the best new and “tried and true” digital tools for independent business owners and demonstrate key ways to leverage them for your work. From professionally establishing your editing business and engaging new clients, to efficiently managing daily tasks and tracking your hours, we will cover the best tech tools make your work life easier and more effective.
USE EVERNOTE TO...

Clip info, articles, and screenshots from the web when researching (*Chrome plug-in)
USE EVERNOTE TO...

Store images of handwritten notes, business cards, and expense receipts to organize your business.
USE EVERNOTE TO...

Keep a running list of work for your portfolio...
PERFECTING PROJECT MANAGEMENT

Calendars, Tasks, Lists, Oh My!
PERFECTING PROJECT MANAGEMENT

WHICH TO USE?

There are a TON of to-do-list apps on the marketplace, and my general rule is “use what works for you.” But if I had to choose just ONE…
www.asana.com
web app | mobile app | extensions & integrations
ASANA HIGHLIGHTS

VERY CUSTOMIZABLE WITH:

➢ projects
➢ sections
➢ tasks
➢ subtasks
➢ tags

➢ colors
➢ due dates
➢ due times
➢ comments
➢ attachments
ASANA HIGHLIGHTS
ASANA HIGHLIGHTS

Start by creating a project to put your tasks in.
ASANA HIGHLIGHTS

New Project

PROJECT NAME: EdGuild Presentation

Add a description

PRIVACY
- Shared with My Company: All members of this workspace can access this project.
- Private to me: Only you can access this project.

Create Project
ASANA HIGHLIGHTS

- Add Task
- Edit Name & Description
- Copy Project URL
- Sync to Calendar
- Add Tasks by Email
- Print
- Use as a Template (Copy Project)
- Set Highlight Color
- Export
- Archive Project
- Delete Project
ASANA HIGHLIGHTS

Just click on your first line to start typing a task.
ASANA HIGHLIGHTS
Enjoy shortcuts like a colon after a task to create a section of tasks, and just “enter” to create a new task.
ASANA HIGHLIGHTS

Cover Asana Basics:

Add another task by pressing enter.

- Carin Panganiban created task. 10:10pm
- Carin Panganiban added to EdGuild Presentation. 10:10pm
And then leave as is or get into the nitty gritty
ASANA HIGHLIGHTS

due date
ASANA HIGHLIGHTS

Cover Asana Basics:
Add another task by pressing enter.

EdGuild Presentation
Cover Asana Basics

List View
Start timer

Description

Carin Panganiban created task. 10:10pm
Carin Panganiban added to EdGuild Presentation. 10:10pm

Write a comment...
ASANA HIGHLIGHTS

subtasks, attachments, and more
ASANA HIGHLIGHTS

ORGANIZE YOUR WAY WITH:

➤ Task list view
➤ Calendar view
➤ Drag and drop sections and tasks
➤ View by tag
➤ Search by keyword
➤ Sort by due date
➤ Show uncompleted tasks, completed tasks, or both
ASANA HIGHLIGHTS

Chapter 1:
- Review chapter headings with Laszlo
- Recreate image A as vector art

Chapter 5:
- Cross-check alias names of employees
- Get paragraphs 30-36 approved by Google's legal department

Insert:
- Crop and color correct 23 images for insert
- Insert layout
- Typeset captions
- Hire and write contract for insert printer
- Send approved proof to insert printer with color instruction
ASANA HIGHLIGHTS

- Feb 28 – Mar 26, 2016
- **Today** | **Refresh**

<table>
<thead>
<tr>
<th>MON</th>
<th>TUE</th>
<th>WED</th>
<th>THU</th>
<th>FRI</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>11</td>
</tr>
<tr>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
<td></td>
<td>17</td>
<td>18</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>select top 4 trips for expectant couples</td>
<td>copyedit ad for The Knot subscription</td>
</tr>
<tr>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
<td></td>
</tr>
<tr>
<td>research 5 cities within 4 hours' drive...</td>
<td>research 5 scenic/nature areas...</td>
<td>cross-check alias names of employees</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>19</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>25</td>
<td>26</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>contact the Omni Hotel for updated ad</td>
<td></td>
<td>write up descriptions &amp; driving directions</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>get paragraphs 30-36 approved by...</td>
</tr>
</tbody>
</table>
ASANA HIGHLIGHTS

COLLABORATE WITH OTHERS WITH:

➤ Shared lists, calendars, and files
➤ Task assignments
➤ Team status and progress charts
➤ Team conversations and comments
➤ Customizable notifications
ASANA HIGHLIGHTS

INTEGRATIONS GALORE!

toggl
chrome
Google Calendar
Fancy Hands
slack
EVERNOTE
Google Drive
MailChimp
TRACKING YOUR TIME

Goodbye guestimations
TOGGL HIGHLIGHTS

➤ Use timer or manual input

➤ Add description, project, client

➤ Separate billable hours (pro feature)

➤ Create reports

➤ Use anywhere, with mobile apps (iphone & android), desktop app (mac, pc & linux), and Chrome extension

➤ INTEGRATE WITH ASANA!
TOGGL HIGHLIGHTS

Start with title

Presenting

Add manually

Go!

0 sec

+ SELECT PROJECT
TOGGL HIGHLIGHTS

Add project

Create project

Ed Guild Presentation

Carin Panganiban's workspace

Project color:

Public (visible to the whole team)

Create project
TOGGL HIGHLIGHTS

Customize with colors and client
<table>
<thead>
<tr>
<th>Toggle Highlights</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Hitting “GO” at any point starts the timer</strong></td>
</tr>
</tbody>
</table>

![Toggl Timer](https://example.com/toggl-timer)
And at any point, you can view that day’s and other days’ logged work...
Or view customizable summaries by project, client, or date to build legitimate and accurate invoices and see trends in your work habits.
You can also export the reports to send with the invoices or keep for your records.
TOGGL HIGHLIGHTS

Use the mobile app to start your timer or view trends, whenever and wherever you are.
And the Chrome extension to start a task whether you are on the toggl site or not
And integrate right into Asana to start a timer for any Asana task!
EXCITING EXTRA

It's the little things
Office Lens

➤ Take photos of documents and convert them to crisp, clean image files to save or send

➤ Use for: expense receipts, whiteboard notes, handwritten diagrams, etc.

➤ See also: Tiny Scanner (mobile app) for turning pictures into PDFs.
EXCITING EXTRAS

DocuSign
doc, web app
& extensions

➤ Sign documents via upload or the cloud
➤ Sign documents directly in Gmail or Google Drive with a Chrome extension
➤ Sign by mouse or finger on touch devices
EXCITING EXTRAS

workfrom

mobile & web app

➤ Find spaces near you to do work: from cafes to rooms or desks to rent.
➤ See hours, wifi reliability, and other tips from fellow users
EXCITING EXTRAS

freedom

mobile & web app

➤ Install to block specific distracting websites or apps when you need to, or at a scheduled time.

➤ Block the whole internet if you need to!
EXCITING EXTRAS

RescueTime web & mobile app

➤ Runs seamlessly in the background to let you know how much time you’re spending on various sites and applications.

➤ Set alerts when you’ve reached a maximum time on a certain site or app!
EXCITING EXTRAS

➤ The mobile app that keeps you from all other mobile apps (and notifications!)
➤ Start planting a tree when you’re ready to focus.
➤ The tree dies if you leave the app! Stay focused and you build a whole forest!
EXCITING EXTRAS

➤ Organize your contacts into groups and send mass emails when looking for new work

➤ Design email templates for standard, recurring communication

➤ See reports on email success and activity
EXCITING EXTRAS

Slack
web, mobile, & desktop app

➤ Group communication made simple: searchable real-time messaging, with labels, attachments, and much much more, to say goodbye to messy email chains.

➤ Integrations galore, with Asana, Trello, and many other tools.
THANKS, FOLKS!

carin.panganiban@gmail.com
@carinpanganiban
APPENDIX

list of apps mentioned
LinkedIn (www.linkedin.com)
Weebly (www.weebly.com)
WordPress (www.wordpress.com)
Shake (www.shakelaw.com)
Bonsai (www.hellobonsai.com)
PayPal (www.paypal.com)
DropBox (www.dropbox.com)
Google Drive (www.google.com/drive)
OneDrive (www.onedrive.com)
Evernote (www.evernote.com)
APPENDIX

Asana (www.asana.com)
Toggl (www.toggl.com)
Office Lens (app store)
DocuSign (www.docusign.com)
Workfrom (www.workfrom.co)
Freedom (www.freedom.to)
RescueTime (www.rescuetime.com)
Forest (app store)
MailChimp (www.mailchimp.com)
Slack (www.slack.com)