

# *The* **My Online Biz** **Tool Kit**



**The 50-piece toolkit to start, scale and  
sustain your online business!**

## Tool #5 - 7 Time Management Tools To Help Make The Most Of Your Day

Your time is your most precious resource which is why you'll want to do what you can to make the most of it. Check out the apps and tools below that are designed to help you get more done in less time.

### Tool One: Cold Turkey

If you have a problem with getting distracted online when you're trying to work, then you'll want to check out the Cold Turkey app. Cold Turkey lets you block websites, games and other applications so that you're essentially forced to focus on the task at hand.

For example, if you have a habit of scrolling through your Facebook feed every few minutes, you can block Facebook for a set amount of time (such as four hours). The app is also designed to make it difficult for you to "cheat" and get around the block.

Learn more at <https://getcoldturkey.com>

### Tool Two: Pomodoro Timer

The idea here is to do work sprints with short breaks in between. You set a timer for 25 minutes, work like crazy to get as much done as possible during that block of time, and then take a five-minute break once the timer goes off. After four Pomodoro sessions, you can take a longer break (*20-30 minutes*).

For example, if you're trying to write a set of blog posts, then use a Pomodoro timer to help keep you focused and productive.

**NOTE:** You can use a timer on your phone or computer for this strategy, or you can even use a standalone kitchen-style timer.

Here's an online app that you can use <https://pomofocus.io>

### **Tool Three: Todoist**

This is a “to-do” list-making app that lets you add items to your to-do list, prioritize them, delegate tasks to others, and get notifications. The app even tracks your productivity and gives you a visual representation of what you’ve done and how much you have left.

If you’re the type of person who has trouble focusing because you’re always thinking about everything else you need to do, Todoist can help. Just put everything on your to-do list, both personal and professional tasks, which frees up your mind to focus on the task at hand.

Learn more at <https://todoist.com>

### **Tool Four: Calendly**

If you have the type of business where you need to set up meetings with clients, business partners or other people, then you’ll want to get the Calendly app.

If you’ve ever set up meetings manually before, then you know all about the back and forth that usually occurs. *“Are you free Tuesday at 10:00am?” “No, I’m not free at 10:00am, but I do have time at 4:00pm...”* If you have a lot of meetings, then you can waste a lot of time with this sort of back and forth.

That’s where Calendly comes in. You pick the days and times you’re available for meetings and enter them into the app. Then all you have to do is send a link to the person with whom you’re setting up a meeting, and they can pick from your available free times. The app even sends out reminders and other important information to both parties.

For example, if you’re a coach, you can send your clients your Calendly link to set up coaching sessions. Easy peasy!

Learn more at <https://calendly.com>

### **Tool Five: If This Then That (IFTTT)**

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IFTTT lets you automate tasks and set up reminders using “*if then*” commands. There are countless automations you can set up for both personal and professional reasons which will save you time.

For example, let’s suppose you get business-related messages on Facebook, but you don’t check Facebook regularly. You can set up an automation so that you get a text and / or email whenever someone sends you a FB message.

Learn more at <https://ifttt.com>

### **Tool Six: Toggl Track**

This is a time-tracking app that lets you see exactly how you spend your hours every day. In particular, you’ll appreciate this app if you find yourself really “*busy*” during the day, but not getting too much done on your to-do list. Toggl will show you what you really did during those hours.

This app is also a great way to track your time when you’re working a service-based business. For example, if you’re a freelancer, then you can use the app to track your hours on client projects. This helps you uncover billable hours you missed, as well as helping you identify on which tasks you need to raise your rates.

You can learn about this app at <https://toggl.com/track>

### **Tool Seven: Slack**

If you collaborate with others on projects, then it’s a good idea to use a platform like Slack. Slack lets you set up “*channels*,” which is where you can collaborate in specific groups. You can discuss ideas, share files and more. This platform saves time, especially when you’re working with a larger group as you don’t need to try to keep track of emails, files and similar – everything is neatly organized and searchable in your different channels.

For example, if you do a lot of outsourcing, you may set up a Slack group so that your freelancers can easily work together, and you can monitor it all. For instance, if you’re creating a video product, then your script writer, voice-over artist and video production specialist can work together on Slack to get the project done.

Learn more at <https://slack.com>

## **Conclusion**

As you can see, these tools mostly serve different purposes which is why you'll want to utilize several of them, depending on your needs. Then be prepared to start making the most of every day.