

Claudine Recommends...

This is a list of products that can help you get organized, and help you save time and money in your business (and in some cases, stress!) Most of these are free - some I have an affiliate relationship with - in either case, I recommend only products that I have personally tested, used and like.

Chrometa - keeps track of where your time really goes - including how long you were in a particular file, program, or website - lets you do manual time entries, too. www.chrometa.com

Copy2Contact - grabs text (from emails, web search results, Word documents, and more) and drops it into Outlook as whatever you specify: a contact, an appointment, a task, or a note. I've tested it on Outlook and BlackBerry, but works on other platforms and smartphones, too. Sign up for a free trial <http://www.copy2contact.com>

Planner Pad - for people who like paper to plan and keep track of to-do's - it lets you see a full week at a time, and complements the way you think (so you're more likely to use it) by letting you sort out what you need to do by category (i.e., phone calls, projects, etc.) www.plannerpad.com

A timer! - a digital one that lets you count up (so you can see how long something really takes you to do) and down (to put limits on time-wasters, or if you tend to get too bogged down in details) works best. Both knowing how long things take and putting limits on yourself enable you to plan realistically and make the most out of the time you have. An online version works well too www.online-stopwatch.com

Hootsuite - lets you update multiple networks (Facebook, LinkedIn, etc.) in one step, and lets you schedule updates for later (so you can do a full week or month or even year at a time). www.hootsuite.com.

Carbonite - backs up your files automatically, and lets you access your computer files remotely, too. If you send me an email claudine@vistalnorte.com I'll send you a referral link - we both get free months if you sign up.

Instapaper - lets you save web pages to read later - so you can focus on that important project rather than end up following every interesting link that comes your way and then wondering where the day went www.instapaper.com

Dropbox - lets you access files on the go, share large files without having to email them (you just share the link), and collaborate by sharing folders with other people - any change made to the contents of the folder will automatically be synced up to everyone who's a member of the folder. Sign up through this link, we both get 250 MB extra free space www.dropbox.com

Claudine Motto is a business and productivity coach who helps women entrepreneurs create more success, flow, and joy in their home-based business. For more information, tips and advice for your home-based business, visit www.vistalnorte.com and www.facebook.com/bemoreproductive.