

How to De-Junk Your Business: Keys to Taking Control, Getting Organized, and Getting it All Done

Resource Rolodex

Tools and resources can not only boost our productivity and help us get organized, they can also inspire us and restore enthusiasm for once-dreary tasks.

In addition to old favorites such as social media managers like [Hootsuite](#) and To Do list software or apps such as [Evernote](#), check out these other resources to help you de-clutter your business—and your life.

1. [Unstoppable Productivity Action Enforcer](#)

The first resource you'll need is a scheduler/organizer such as Coachglue.com's Unstoppable Productivity "action enforcer". So much more than a calendar or daytimer, it allows you to plan, monitor and schedule all areas of your life at once and it is highly customizable.



A calendar or daytimer is static: It only lets you *enter* tasks and events and it's up to you to actually remember to do them or attend them. The Unstoppable Productivity software, on the other hand, can remain open on your desktop in the background (it takes barely any memory) and **it will remind you with an audible alarm** when it is time to do tasks during the day.

You can also set up multiple timers (groups) containing different types of tasks (and set the alarm tones to a tone of your choosing—as well as tick off each task with a big green checkmark when it's done).

Get into the habit of sitting down, making your to-do list and entering the day's tasks—personal and business—into the Unstoppable Productivity action enforcer every morning, and your day will run more smoothly.

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2. [RoboForm](#)

RoboForm Key Features

We've been continually improving our password manager since 1999.

Life With Only One Password

Your RoboForm Master Password is the one password you'll need to remember. This password will encrypt and secure all of your RoboForm data. We don't store your Master Password anywhere, so make sure you don't forget it!



Automatically Remembers Your Other Passwords

There's no start-up time with RoboForm-just surf the web as you normally would. When you login to a website, RoboForm automatically offers to save your Login information. It's that simple!

Never waste time trying to find the right version of a site's password (or waiting for a reset via email) again. Install a central password manager like RoboForm for free.

Being able to instantly access any subscription site will save you hours of time per month, if you use many of these. (And you can add social sites, forums or any other type of site that requires a password too.) Once you've set a password manager like RoboForm up, it's true: The only password you ever have to remember is one only. (And you don't even have to enter that, once RoboForm has "learned" all your password-protected sites.)

Comes with easy tutorial videos. You can also purchase a **mobile version** that will sync across all your devices for \$9.99 per annum.

3. [LastPass](#)

Similar to RoboForm. Its premium version is \$12.00 per annum, but in addition to mobile portability, it also includes priority assistance and advanced security features.

(Both RoboForm and LastPass are easy to use, and provide video tutorials.)

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4. [Carbonite](#)



Back up every folder and file on your computer to the cloud. You can restore your files onto your original computer after a disaster—or onto a new one—without spending weeks looking for disks or memory sticks, uploading files and trying to re-create your files and folders.

Carbonite runs continuously in the background, backing up files as you work. On most computers, there is no noticeable slowdown, even when you are using heavy programs such as video editing software. You can sign up for a free trial. Packages start at \$59.95 per year.

5. [TheBrain](#)

Mind-mapping software to help you organize and de-clutter your thoughts. Use it to plan your streamlining in any area:

- Computer files
- Tasks you need to do (daily, weekly, monthly)
- Personal responsibilities
- Product planning, creation and tracking
- Finances

In fact, anything that involves multiple facets you need to juggle and balance.

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6. [Coggle](#)



The screenshot shows the Coggle website interface. At the top left is the 'coggle' logo with 'BETA' underneath. Below it is a green 'SIGN UP USING GOOGLE' button. Text below the button says 'It's free and it's easy! Already signed up? [log in.](#)'. To the right is a preview of a mind map with 'Animals' at the center, branching into 'Elephant', 'Horse', 'Tasmanian Devil', 'Dog', 'Cat', and 'Mouse'. Below this is another example of a more complex mind map. On the right side of the page, the text 'Unleash your creativity' is followed by a description: 'Produce beautiful notes, quickly and easily. Share them with friends and colleagues to enhance your ideas collaboratively. All for free!' and a button that says 'Get started now! Or, read more.'

A lesser-known mind-mapping software that is not only easier to use (and visually easier on the eyes than more popular mind-mapping tools like Coggle). Also offers the ability to track who made changes to a project.

Yes, you can share it with your team so you can all brainstorm together—perfect if your business deals with projects, and you have more team members than just a VA. It's great for visual thinkers because you can really customize color options too.

Free: Sign up through Google.

7. [LegalZoom](#)

Comprehensive Trademark Search

Before you spend time and money applying for federal trademark registration, determining your proposed mark's availability is key. Trademark conflicts can be costly. Our Comprehensive Trademark Search looks for any trademarks that may be similar to yours, including those with different spellings.

With a LegalZoom Comprehensive Trademark Search, you get:

- A search of pending trademark applications and active registered federal trademarks with the USPTO
- A search of active and registered trademarks from 50 states
- Results compiled on a CD for easy reference

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- ☐ Similar business names
- ☐ Similar slogans
- ☐ Similar logos

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This U.S.-based online legal service provides information and services for reasonable, fixed prices—on everything from trademark searches and business license compliance reports to pet protection. And if you're still hazy about the different between various types of business structures, check out their ["compare business structures"](#) page.

8. [IAC Professionals Accounting & Bookkeeping](#)

If you like keeping all your business online rather than taking time to visit local businesses, consider an online accounting and bookkeeping service such as IAC for all your bookkeeping needs. U.S.-based, but works "with clients all over the world". Their staff members are certified, and their prices reasonable.

9. [FreshBooks](#)

If part of your problem involves forgetting to bill because you're always working away from home, do your invoicing with FreshBooks. Compatible with most mobiles, it is absurdly user-friendly and allows you to take care of most accounting functions, including tracking expenses. Packages start at \$19.95 per month.

10. [Mailstrom](#)



Email management service that connects to your cloud-based and IMAP-based email. You can categorize, filter, index, archive—or delete!

Once you have performed a mail cleanup (and Mailstrom makes this process much easier, taking less time than manual sorting) you can leave your mailbox enabled under your new "rules", keeping your inbox fully under control—no more overwhelm!

Very easy to afford, at only \$4.95 per month.

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11. [Basecamp](#)

If you outsource to more than just one assistant, consider using project management software such as Basecamp.

Using project management software that everyone on your team can access will eliminate confusion and promote harmony and coordination between everyone on the team.

Basecamp packages start at \$19.95 per month. Every package includes unlimited users—there is no extra fee per user—and there is a generous, 60-day free trial.

12. [Hire My Mom](#)



Post Your Project Now... It's FREE!

Post Your Project or Job:
[Start Here](#) to be taken to a form to post your project or job.
By posting to HireMyMom.com, you are agreeing to our [Terms & Conditions](#).

Please note: We do not promote recruiting opportunities for home party or direct sales networking marketing / business opportunities.

What Businesses are Saying about HireMyMom.com?

"You've done it again! I posted a position and within 24 hours I had several quality applicants including someone who was perfect for the job! I've just welcomed a new writer to my team. I previously hired a web developer through the site: she has been a joy to work with and has been an integral part of my team for well over a year. I am totally thrilled with HireMyMom.com."

The best way to find a good VA is through word-of-mouth and personal recommendation. Start with your own circle of business peers—but if no one fits the bill, check out reliable sites such as Hire My Mom.

You can post a project, screen the applicants and there is no charge: Your applicants don't pay to use the service—and neither do you.

13. [VA Networking.com](#)

Another well-respected VA directory that allows clients to post job—and which has an excellent reputation.

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14. TimeFreedomBusiness.com



Melissa Ingold's outsourcing site, which not only provides you with modestly priced packages to help you with your outsourcing—featuring everything from checklists to instruction—she also provides videos, free resources and tips

15. [Dragon Dictation](#)

An offshoot, of Dragon Speaking Naturally speech-to-text software, Dragon Dictation allows you to speak into your mobile and have it instantly converted to text—the fastest way to send messages, and the perfect tool for auditory learners.

Make instant To Do lists, send dictated messages as email or SMS and create tweets or social media posts—instantly. Best of all, this handy app is free... but you do need to know it is powered by Dragon Speaking Naturally.

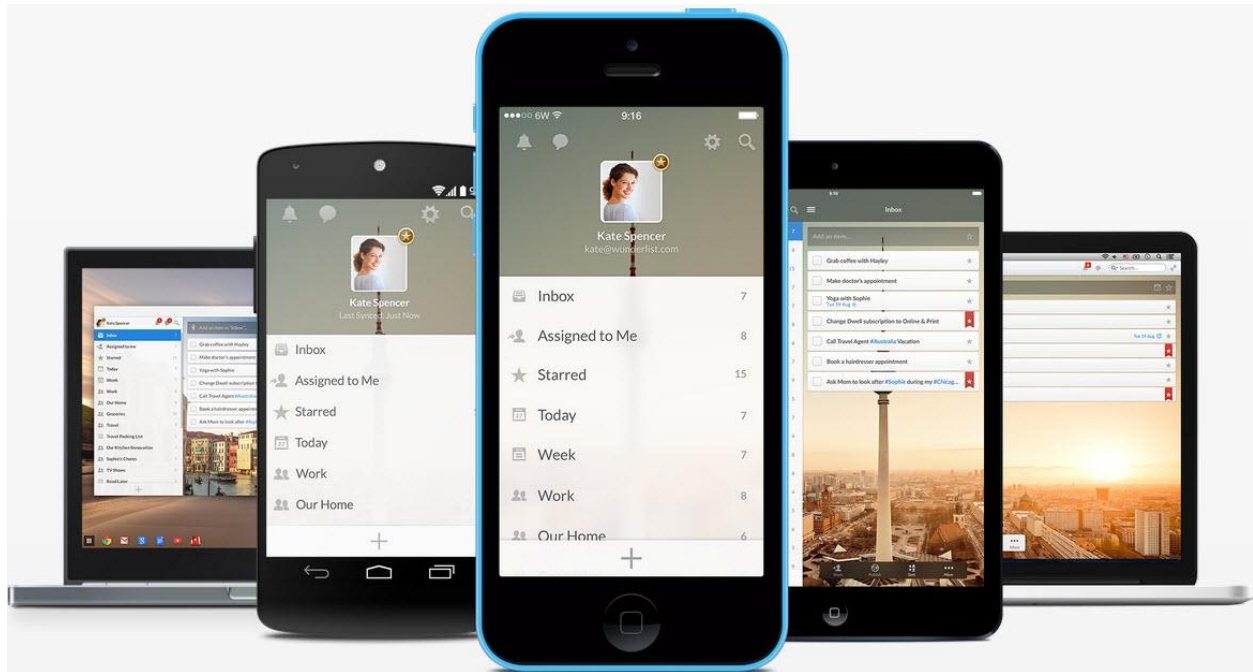
16. [Launch Center Pro](#)

If you're a visual learner, you'll love Launch Center Pro. This mobile app displays a group of icons letting you instantly perform such tasks as take a selfie, tweet, trigger IFTT (If This, then That), search, email specific key people you specify and much, much more.

Only \$1.99 at the iTunes store. (You can get it for iPad too.)

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17. [Wunderlist](#)



This app gives you a versatile To Do list you can customize to any situation or need. You can sync it across all your devices, share your list with team members or family, set reminders and deadlines, use hashtags for tasks, print your list and turn emails simply into actions.

And it's free.

18. [How to Organize \(Just About\) Everything: More Than 500 Step-by-Step Instructions for Everything from Organizing Your Closets to Planning a Wedding to Creating a Flawless Filing System](#)

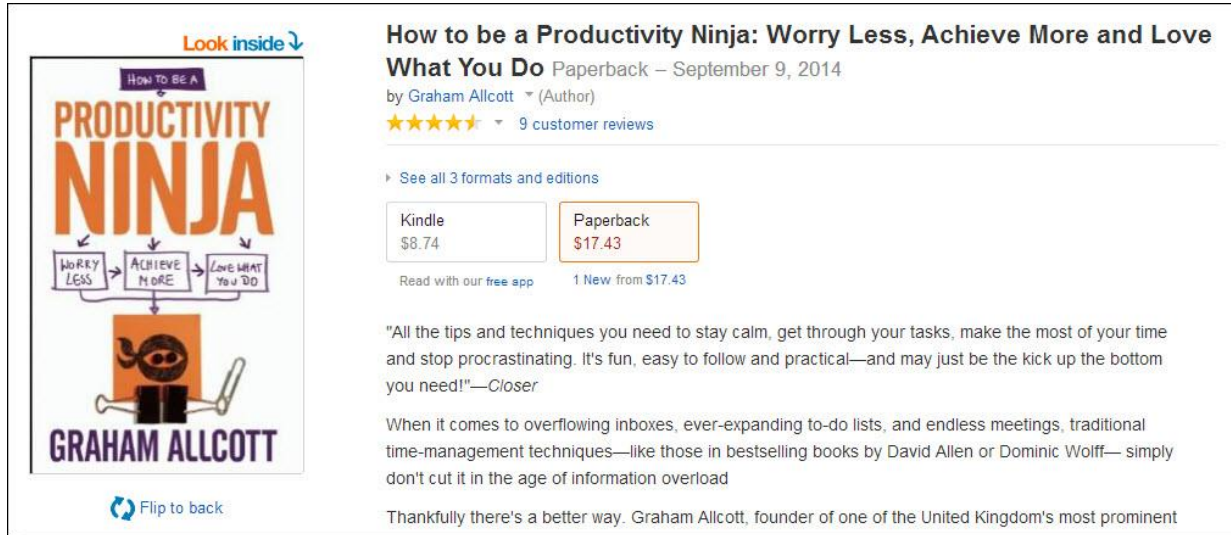
In spite of having what may be the longest title in the world (possible even longer than this write-up about it), this is another excellent book on organizing not just your business or your closet, but your life.

A great reference book for anyone!

Try out these resources—and keep your eyes open for new ones you can put to work to help your business and life stay clutter-free.

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19. [How to be a Productivity Ninja: Worry Less, Achieve More and Love What You Do](#)



If reading books work the best for you when it comes to learning new systems, got to Amazon.com and check out Graham Allcott's eBook on your Kindle machine (or buy the hard copy version).

Many of the techniques he outlines are not new, but he gives them a fresh new twist that makes organization easier to achieve. He also delves into the psychology of organization, helping the reader understand why they get caught in certain traps—and what to do about it.