

**TOOLS THAT
WILL SAVE
YOU TIME**



Project – Schedule Mgmt. Tools

- AppointmentCore: scheduling software that integrate easily with Zoom and Google.
- Lastpass: password management tool
- ScheduleOnce: guest scheduling software that integrates with Google and InfusionSoft for monetization
- Zapier: integrations between different platforms

Audio / Video Tools

- Adobe Audition CC: used for editing multi-track sessions
- Amplify: raises or lowers the gain of the selected audio segment
- Anchor: record audio on the fly via your smartphone
- Deverberate: removes ambient sound in an audio track
- Fab Filter Pro G - Noise Gate: removes remaining noise floor after noise reduction is applied

Audio / Video Tools

- Grammarly: spell check and grammar correction for social media posts
- Libsyn: distribution and syndication of podcast episodes and data analysis
- Match Loudness: raises transient loudness to set LUFS standards for podcasts on iTunes

Audio / Video Tools

- Noise Reduction: captures virtual image of the frequency response of the noise floor, inverts the phase, then reapplies that noise floor to eliminate background noise like a computer fan in the room
- Premiumbeats.com: finding and purchasing music
- Quicktime: playing audio at roughly 1.5 times speed when writing show notes

Audio / Video Tools

- Rev.com: quality transcription service
- Smart Podcast Player: audio player for websites, customizable, and easy to use
- Speech Volume Leveler: make loud things quieter and quiet things louder and removes overall dynamic range of the recording

Audio / Video Tools

- Speed - Time warp Adobe Audition: listen to podcasts sped up
- Toggle Global Clip Stretching: listen/review to audio at 3x the speed in Adobe Audition
- Writer's Access: stable of freelance writers

Audio / Video Tools

- Zoom: record podcast interviews in dual channel audio, client meetings, and connecting with team members
- Adobe Premiere Pro: industry standard video editing software, used to create a timeline of the video for post production editing

Social Media Tools

- Bitly: shortens links and tracks clicks
- Canva: create quick social media images if needed ASAP
- Dlvr.it: Will auto share content to your social channels
- Hootsuite: scheduling social media posts in Facebook, LinkedIn, and Twitter

Social Media Tools

- HotJar: monitor and understand page engagement
- Social Oomph: create a randomized library of Tweets that get republished at scheduled intervals
- Tweetdeck: writing tweets and checking for character counts
- Wavve: share audio from you podcast, music, or recordings on social as video

Monetization Tools

- Clickfunnels: create and deploy sales funnels amplifying the cornerstone content, A/B testing, and integrate with a wide variety of tools
- EverWebinar: software for doing prerecorded scheduled webinars
- Infusionsoft: CRM, automation, email, list building

Monetization Tools

- Joinbytext.com: gather phone numbers as an optin method
- [StealthSeminar](#): webinar hosting that integrates with Infusionsoft
- [Sublime Text](#): used for mass HTML cleanup and provides the ability to edit multiples lines of code at the same time
- [Zoom Webinar Extension](#): allows to broadcast podcast interviews on Facebook as Facebook Live

Web – SEO Tools

- Ahrefs: site audits and understanding backlinks etc. for a particular site
- Answer the Public: used to see the most common questions people ask about particular keywords and get topic ideas
- Google Analytics: site visitor data including AB testing pages to deliver more effective content
- Google Keyword Planner: used for keyword research

Web – SEO Tools

- Google Trends: used to understand what people are searching for and how frequent over a set period of time
- Moz: used for a variety of different SEO tasks including keyword tracking, site monitoring, competitive analysis, and keyword research
- RavenTools: used for site audits and competitive analysis

Web – SEO Tools

- SEMRush: used similarly to Moz, can perform a variety of SEO tasks but mostly for keyword research and tracking
- SpyFu: used to “spy” on competitors’ most profitable paid and organic keywords
- Yoast SEO: plug-in for WordPress, a must-have if you plan to do any SEO on your WordPress site

Visual Tools

- Adobe Illustrator: creating logos, infographics, graphics
- Adobe Photoshop: editing social media images and slides for video podcasts
- InDesign: creating special designed documents / eBooks
- PowerPoint: creating standard eBooks