



Special Report from David Steele- **My Top Ten Online Business Tools**

Years ago as a Marriage and Family Therapist in full time private practice I never dreamed my work and my business would evolve to be 100% virtual and online, but after more than 20 years of operating Relationship Coaching Institute and I thought you might like to know some of my favorite tools for running an online business. I'll skip the common, obvious ones like Google and Paypal in favor of the indispensable ones that I personally use almost daily and highly recommend that you might not know about. Enjoy!



1. Automate Your Appointments with [TimeTrade](#)

Make it easy for people to schedule with you, and it's free! Automatically sync with Outlook, Google Calendar, etc. TIP- get a domain name to use as a forwarding URL to your online scheduler, such as www.MeetWithSara.com. More info [here](#)



2. Automate Your Logins with [RoboForm](#)

Automatically login to your many online accounts, fill out online forms, and securely access your passwords from anywhere on the web or using an app for your mobile devices. More info [here](#)



3. Automate Your Backup with [Carbonite](#)

Your hard drive WILL crash and manual backups are just too hard to keep up. Get peace of mind with automatic online backups. Your files then become accessible online from anywhere as well from an app for your mobile devices. More info [here](#)



4. Compose Emails and Docs More Easily with [Spartan Multi Clipboard](#)

Easy access to your form letters, copy and have access to dozens of clips at a time (Windows only allows for the latest clip). Huge timesaver! More info [here](#)



5. Get Just About Anything Done for \$5.00 with [Fiverr](#)

Great resource for affordable help and fun stuff like video testimonials, voiceovers, graphics, translations, the possibilities are endless! More info [here](#)



6. Easily Grab and Edit Graphics and Video with [Snagit](#)

Excellent graphics editor as well as easily capturing graphics, video, or an entire screen. Easily create your own graphics, banners, tutorials, screenshots, etc. More info [here](#)



7. Make Business Accounting Easy with [Quickbooks Online](#)

Automatically sync with your online financial accounts (including Paypal), easily provide access to your VA or Accountant, write checks, manage payroll, send invoices, etc, and manage your business from anywhere in the world! More info [here](#)



8. Easily Build and Maintain Your Own Website with [WordPress](#)

Put up a website with one click and get access to a huge selection of free themes and plugins that allow you to publish a beautiful website with all the bells and whistles all by yourself or get affordable help. Wordpress is the world's easiest and most popular website publishing platform! More info [here](#)



9. Automate Your Marketing Communications with [Aweber](#)

Easily create attractive opt in forms to capture leads from your website, create e-programs, unlimited follow-up autoresponders, manage your email and newsletter database, and much more. I've tried them all and this is the best. More info [here](#) *(this is the only affiliate link in this document)*



10. Easily conduct professional webinars and create info products with [Easy Seminar](#)

I owe the success of my online business to this incredible platform for easily delivering reliable and professional virtual events and creating audio and video info products with no technical knowledge needed. Too many features to mention, but two of my favorites are automatic backup recording (for when you forget to press "record"!) and automatically generated event and replay pages on the web or paste the code on your website. Comes with a comprehensive "[Quick Start](#)" tutorial that explains how to use this platform to conduct professional webinars and generate prospects, sales, and clients. More info [here](#)



I hope you find these resources as helpful as I have!

David Steele