



5

# *Business Tools*

YOU NEED RIGHT NOW

MANOR HOUSE CONSULTING

*Hi, there!*

WE'RE AMBER MILLS & BRITTNEY ADAMS  
OF MANOR HOUSE CONSULTING!



We TOTALLY understand the heart and hustle that goes into running a business because we're doing it now too! We don't even pretend to have it all figured out, but we're here to share what we've learned through years of trial and error. The amount of time and effort we've put into finding tools to simplify every task is kind of insane.

Why do we care so much about business tools? That's easy. We believe great business tools have the power to streamline the nitty-gritty of your business so you can spend time on the things that bring you joy, make you unique, and impact the world. That sounds pretty great, right? Now that we have your attention, here are our favorite game-changing business tools!

*These 5 tools will help you...*

- ✓ SAVE TIME
- ✓ GET & STAY ORGANIZED
- ✓ LOOK & SOUND LEGIT
- ✓ SPREAD THE WORD
- ✓ SERVE YOUR CLIENTS WELL

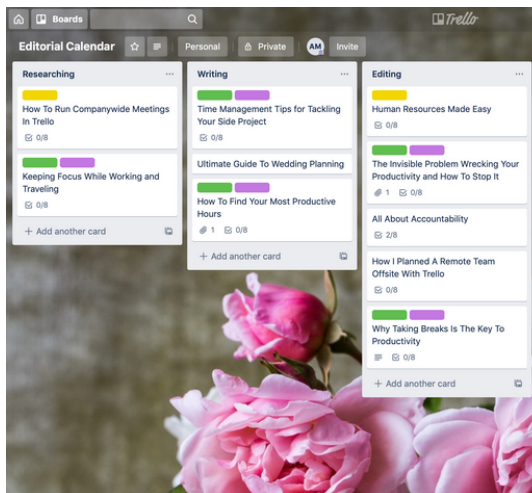
In the spirit of full disclosure, certain links in this post are affiliate links, which means that we may get commissions if you decide to purchase anything from any of these companies. Rest assured, we only recommend products that we love ourselves and that we think you'll love, too.

## TOOL: *Honeybook*

Before Honeybook, our client information was so scattered I was constantly worried I was forgetting something. Honeybook brings ALL your client communication together in one place so you know what needs to be done and when. It is faster and easier to get clients the information they need to book and work with you which means \$\$\$ in your pocket faster!



- SHARE YOUR OFFERINGS THROUGH A DIGITAL BROCHURE
- TRACK LEADS AND CLIENTS FROM INQUIRY TO DELIVERY
- MANAGE CONTRACTS, PROPOSALS AND PAYMENTS
- CREATE WORKFLOW AND TEMPLATES THAT SAVE YOU TIME



## TOOL: *Trello*

Trello is a to-do list on steroids! We use Trello to organize and prioritize tasks that aren't client-related, like property projects and marketing plans. Our first step, with every project, is to break the plan down into action items on a Trello board so that we always know what is and isn't complete. Trello creates our daily roadmap.

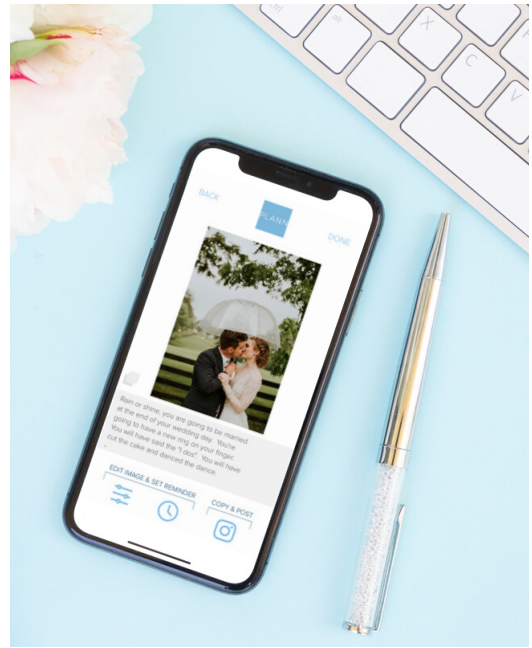
*Tip:* EXPLORE THE TEMPLATES

Trello has tons of template boards to show you all different ways it can be used. See how other people use the features and functions to understand Trello's true power.

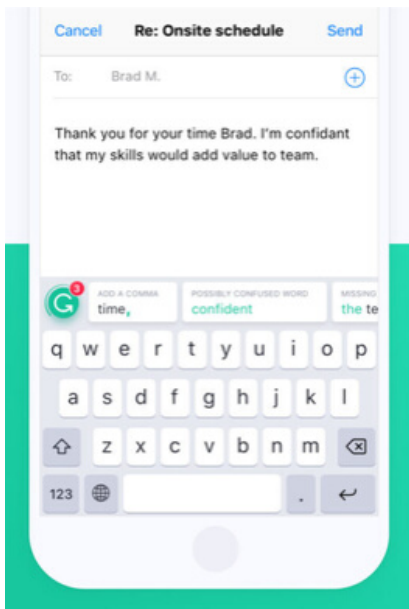


## TOOL: *Plann*

Plann is a desktop & mobile app for Instagram planning, scheduling, and analytics that is powerful yet simple to use. Before we started using Plann we struggled with posting consistently and meaningfully. Now, we plan out content in advance then post on the go. Plann makes it easy to visualize how your feed will look so you can create a cohesive feel that tells your story and represents your brand well.



- COLLECT YOUR BEST PHOTOS IN ONE SPOT
- CRAFT THOUGHTFUL CAPTIONS
- DESIGN AN EYE-CATCHING FEED
- CREATE HASHTAG GROUPS TO SAVE TIME
- GET A REMINDER WHEN IT IS TIME TO POST



## TOOL: *Grammarly*

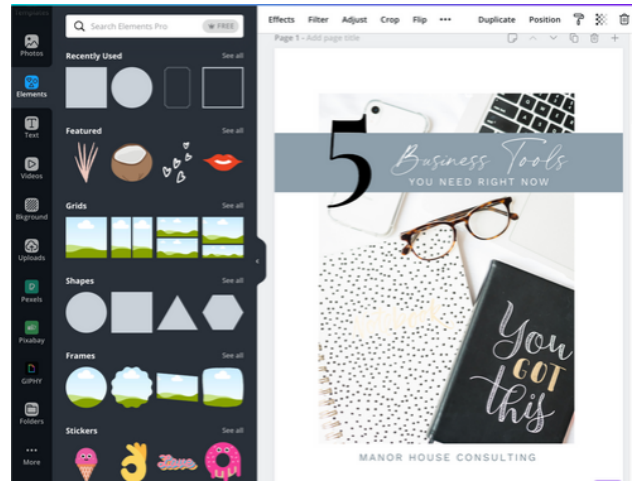
Know that your writing is clear, concise and engaging with the help of Grammarly, your personal writing tutor. As you whip out emails and blog posts, this app alerts you of spelling, grammatical, and punctuation errors. Grammarly actually made three great recommendations for this paragraph and I willingly took the advice. Your words matter so make the most of them with Grammarly!

*Favorite Feature:* TONE DETECTION

GRAMMARLY RATES YOUR CONTENT ON HOW IT SOUNDS SO YOUR WORDS MATCH YOUR WRITING TO THE VIBE YOU'RE TRYING TO SEND.

## TOOL: *Canva*

We aren't professional graphic designers, but with Canva you'd never know it. Canva is the simple graphic-design tool we use to create stunning digital and print content. Use one of the thousands of templates or start your design from scratch. I'm actually designing this guide in Canva right now! Canva makes my life easier by:



- AUTOMATICALLY SELECTING THE DIMENSIONS OF MY DESIGN BASED ON WHAT PLATFORM IT WILL BE SHARED
- GIVING ME THE OPTION TO ANIMATE MY DESIGNS
- PROVIDING A LIBRARY OF STOCK PHOTOS, ICONS AND DESIGN ELEMENTS
- ALLOWING ME TO DOWNLOAD MY FINAL PRODUCT IN SEVERAL DIFFERENT FILE TYPES

*Give these tools a try  
& let us know what you think!*

CLICK THE LINKS HERE TO CHECK OUT  
EACH OF OUR FAVORITE TOOLS!

HAVE QUESTIONS? REACH OUT TO  
INFO@MANORHOUSECONSULTING.COM

HONEYBOOK

TRELLO

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