



DIGITAL AGE

TECH ADOPTION WITH THE
SIGNAL BIZHUB
MAY 2022



SIGNAL
Martinique House
Hampshire Road
GU35 0HZ
01420 556335
www.signalbordon.org
work@signalbordon.org

May at the BiZHUB...

This month's theme is the Digital Age and today we are applying tech to timesaving.

Time is precious to business owners, but these days a digital application can be a lifesaver.

A small investment of time and money can save you hours of painstaking work.

Tech Timesaver Checklist

Here are our top ten ways to save time in your business through tech adoption

Which have you tried? We've added the names of our fave platforms too

	I'm Doing That	I Need This!	I don't need this
Automate and analyse communications with customers and prospects via CRM <u>We use Active Campaign</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Book client appointments with an online calendar <u>We use Calendly</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schedule social media posts and create cool landing pages with a scheduling tool <u>We use Buffer</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create a brand library of fonts, colours, graphics and photos <u>We use Canva</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	I'm Doing That!	I Need This!	No I don't need this
<p>Manage all your small business bookkeeping, accounts, keep compliant with VAT and create management reports with an accounting platform <u>We use Xero</u></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Create quick and easy websites – ours is now complex and bespoke but there are great web management platforms available <u>Have a look at Wix</u></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Create amazing branded videos with <u>Lumen5, OBS Studio Movavi or Streamyard</u> <u>We use all of the above!</u></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Clear your diary and get organized with a task management system – <u>We use Microsoft Teams</u> If you are a smaller team <u>Trello</u> is free and offers the same basic task management</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Cloud storage and sharing of files is essential these days <u>We use Microsoft Sharepoint</u> but <u>Google Docs</u> or <u>Drop Box</u> are great too</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Manage your passwords with a password management system - saves time and worry! <u>We use Last Pass</u></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Recommended reading:
A World without Work - Daniel Susskind**

SiGNAL BiZHUB provides award-winning business support and training for self-employed people and small business owners.

BiZHUB members are part of a supportive and collaborative community of people who want to learn, grow and be inspired by each other's success.

Our business training and support gives you the tools you need to build a sustainable business. And our nurturing and friendly culture provides members with a supportive environment to develop their business and grow their business and income.

Don't do it alone. Join a vibrant local business community to learn and grow together.

Find out more about the SiGNAL BiZHUB by visiting our website.

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