

## Entrepreneur Life Savers

As an entrepreneur I am always looking for ways that I can make things easier and more efficient. I must also confess that I am a technology junkie. If it is new, I probably have the urge to try it out. Not everyone has those urges, so I thought I would share a couple of my favorites that seem to make my business run smoother and save me some time.



Dropbox is a free service that lets you bring your photos, docs, and videos anywhere and share them easily. This program works great when working with clients or if you have two or more people you need to share information. Instead of sending e mails, you put the attachment in Dropbox and others can review, update as needed. You download the software (free) on your computer and then you can place client or office project material in Dropbox. You then invite others that you want to see the material and it will show up in their Dropbox. In your Dropbox you can set up different files for each project or person only put what you want them see. When I need a client to review materials I am working on for them, I just send them an e mail that it is in Dropbox and they can review and update at their leisure and put it back in Dropbox when they are done.

It works just as well in reverse. When a client sends me material I know it is all in one place and I don't have to sort through a bunch of Emails and then download the attachments. They are already in my Dropbox folder for that client when I am ready to work on them. Check it out at [www.dropbox.com](http://www.dropbox.com)



The **Evernote** family of products helps you remember and act upon ideas, projects and experiences across all the computers, phones and tablets you use. **BEST TO DO LIST EVER** and It is free! I have my desktop/laptop computer, an Acer, iPad and Blackberry and I can update and keep my to do's, shopping lists, project plans, etc. on any one of them. The program automatically synchronizes them all – so no matter which piece of technology you have with you at any time they will always have the same information. Better than lots of sticky notes and loose pieces of paper (not that I don't use those also). Check it out at [www.evernote.com](http://www.evernote.com)

You might already be using both of these programs and be way ahead of me. If not, I hope this gives you a life saver or two for your business.