Top tools for streamlining your business in 2023:

Number 10: File sharing and storage can be tricky if you want to stay GDPR compliant without creating agreements outside of the EU. Eventually, the US will comply fully but, in the meantime, my go-to product would be Microsoft SharePoint. The benefits include:

1. Saves money by streamlining business processes.
2. Connects workers around the world.
3. Offers secure information sharing and content management.
4. Works across all sizes of organizations
5. It's easy to customize and scale alongside your business needs.

Number 9: Client testimonial software that makes it easy to collect testimonials for social proof is very easy to set up and much quicker than asking for feedback or interviewing someone yourself. Have a look at either Videoask or Bonjoro. These apps are quick to set up and automate the collection process for you, saving you time.

Number 8: Billetto is an independent start-up based in London that provides an excellent Booking system for event tickets. They are reasonably priced and offer many of the same features as the big players but with an easy-to-use interface. Free for charity events and you can purchase credits up front to reduce your overheads further. Definitely worth a look.

Number 7: Xero for all your accounting needs to keep you up-to-date and on track, minimizing missing receipts and reducing the time it takes at year-end to prepare for HMRC. Eventually, we will all be forced to use accounting software, so it is better to get on board now.

Number 6: Asana is my choice of project management tool. Keeping everyone on track to collaborate and integrate, Asana's interface is intuitive, and the free plan has lots to offer for start-ups.

Number 5: Mailerlite gets my emails sent on time, with plenty of functionality and beautiful designs using their drag-and-drop tools. Campaigns are easy to track and segment. GDPR compliant too so you are covered with their server storage.

Number 4: Calendly is my top tip for scheduling for free! This does what it says on the tin, is easy to set up and use and has enough configuration to make it work for 90% of businesses. From set up through configuration to the website was less than 15 mins! What's not to love?

Number 3: CRM Software has to be HUBSPOT, they offer so much all in one place and have amazing training programs that you can access for free. Making this so much more for your company.

Number 2: Zapier – connects apps to one another. Taking automation to a whole new level! Zapier is the glue but also has the capacity to help you streamline your business, saving you time and money. Free to use and smooth to operate.

Number 1: Our top tip for streamlining in 2023?

Hire a Virtual Assistant to do all of the above for you, the ultimate time-saving strategy. Why not enquire how we can help you get ahead in 2023?