

Streamline and Automation Systems Like a pro

Systems list that can assist with automation/streamlining



ALB
AMANDA L. BARNHILL
BUSINESS CONSULTANT



A NOTE FROM

The Author

WELCOME, VISIONARIES

Hello All!! I am excited to give you a list of tools that have assisted me in developing the back office of my business. This by no means is an exhaustive list, but it is a starting point building the structure you need for your specific business.

A Few notes to remember:

For CRM's you can set up appointments for a demo. Before the demo think about what you would like your workflow to look like and ask questions tailor made to that. The more you are prepared the more you can effectively utilize the time

If you would like to go over your workflow with me, feel free to set up an appointment and we can go through it together before your demo.

Lastly, enjoy the journey!! What you are planning is important to not only you but your generations and those you are to impact. Celebrate each completion and milestone....YOU ARE WORTH IT!

Amanda L. Barnhill

Amanda Latrice
Founder of Euodoo Enterprises
wealthshifter.com

TOOLS TO CHECK OUT FOR YOUR BUSINESS OR MINISTRY TO USE

THESE ARE TOOLS THAT I FOUND TO BE INEXPENSIVE AND HELPFUL

1. Quickbooks Business Online -
Bookkeeping Software
2. Trello-Project Management
www.trello.com
3. Dubsado -CRM
<https://www.dubsado.com/?c=euodoo>
4. Canva-Graphics, workbooks, Social media
Post
5. Blue Jeans or Zoom-Video conferencing
6. Ontraport-CRM
7. VA's or OBM's who focus on systems and
backend
8. VA's or OBM's with a focus on social media
management, content creation, PR, etc.
9. Microsoft Office- Document development
10. Google Drive- Shared files
11. Google Workspace-, virtual classroom,
emails, ect.
12. Bit.ly-Shorten your website Url's
13. Streamyard-Broadcasting tool for going
live in multiple platforms at one time
14. LastPass-Password security/masking and
sharing



**THE FUTURE
BELONGS TO
THOSE WHO
PREPARE FOR
IT!**

AMANDA LATRICE
*BUSINESS STRATEGIEST, VIRTUAL
ASSISTANT, BOOKKEEPER, CONSULTANT*

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