

Cheat Sheet: Work from Home Essential Tools



Connecting Virtually

Microsoft Teams **SMALL** **ENTERPRISE**
Slack **SMALL** **ENTERPRISE** **FREEMIUM**
HeySpace **SMALL** **FREEMIUM**
Skype **SMALL** **FREEMIUM**
Discord **SMALL** **FREEMIUM**

Scheduling

Calendly **SMALL** **FREEMIUM**
HubSpot Sales **SMALL** **ENTERPRISE** **FREEMIUM**
Chili Piper **ENTERPRISE**
Google Calendar **SMALL** **FREEMIUM**
Doodle **SMALL** **ENTERPRISE** **FREEMIUM**

Meeting Tools

Google Hangouts **SMALL** **FREEMIUM**
Zoom **SMALL** **ENTERPRISE** **FREEMIUM**
GoToMeeting **ENTERPRISE**
UberConference **SMALL** **FREEMIUM**
Join.me **SMALL**

Client Communication

VOIP **SMALL** **ENTERPRISE**
Digital Voicemail **SMALL** **ENTERPRISE**
Jive **SMALL** **ENTERPRISE**
GoToConnect **ENTERPRISE**
Vonage **ENTERPRISE**

Project Management Tools

Jira & Confluence **ENTERPRISE** **FREEMIUM**
Trello **SMALL** **FREEMIUM**
Wrike **SMALL** **FREEMIUM**
Winio **SMALL** **FREEMIUM**
Basecamp **SMALL** **ENTERPRISE** **FREEMIUM**

CRM Software

HubSpot CRM **SMALL** **ENTERPRISE** **FREEMIUM**
Salesforce **SMALL** **ENTERPRISE**
Netsuite **ENTERPRISE**
Zoho CRM **SMALL** **FREEMIUM**
Sugar CRM **SMALL** **ENTERPRISE** **FREEMIUM**

Document & File Sharing

Sharepoint **SMALL** **ENTERPRISE**
Google Drive **SMALL** **FREEMIUM**
VPN to Network **SMALL** **ENTERPRISE**
DocuPhase **ENTERPRISE**
DropBox **SMALL** **FREEMIUM**

Accounting Tools

Acumatica **SMALL** **ENTERPRISE**
Expensify **SMALL** **FREEMIUM**
DocuPhase **ENTERPRISE**
Netsuite **ENTERPRISE**
QuickBooks **SMALL**

Contracts & eSignatures

DocuSign **SMALL** **ENTERPRISE**
PandaDoc **SMALL** **ENTERPRISE** **FREEMIUM**
HelloSign **SMALL** **ENTERPRISE** **FREEMIUM**
DocuPhase **ENTERPRISE**
Agiloft **ENTERPRISE**

Marketing Tools

HubSpot **SMALL** **ENTERPRISE** **FREEMIUM**
MailChimp **SMALL** **FREEMIUM**
ConvertKit **SMALL** **FREEMIUM**
Adobe CC **SMALL** **ENTERPRISE** **FREEMIUM**
If This Then That **SMALL** **FREEMIUM**

SMALL = Ideal for a Small Business **ENTERPRISE** = Ideal for the Enterprise **FREEMIUM** = Free or Free-to-Try option available