

Go To Notary Checklist



JADE'S NOTARY
A Mobile Notary Service You Can Trust



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WHEN YOU HAVE THE RIGHT TOOLS IN PLACE THERE'S NO TELLING HOW MANY COUNTLESS HOURS YOU CAN SAVE IN YOUR BUSINESS! THE FOLLOWING TOOLS ARE A LIST OF MY TRIED AND TRUE FAVORITES TO MANAGE YOUR BUSINESS, TIME AND MONEY. THIS LIST INCLUDES EVERYTHING FROM BUSINESS TOOLS, TO SOCIAL MEDIA MANAGEMENT, AND MARKETING.

NOTE: THE MAJORITY OF THESE TOOLS HAVE FREE VERSIONS
NOTE: HIGHLIGHTED ITEMS HAVE A DISCOUNT CODE ON MY SITE

CRM SYSTEMS

- [NOTARY GADGET](#)
- [HONEYBOOK](#)
- HUBSPOT
- MONDAY.COM
- MAILCHIMP

BRANDING/MARKETING

- [CANVA](#)
- COLORSPACE
- HAPPY HUES
- ZAZZLE
- VISTA PRINT
- BRANDCROWD

INVOICING/EXPENSE TRACKING

- MINT
- [NOTARY GADGET](#)
- [HONEYBOOK](#)
- FRESHBOOKS

IMAGES/GRAPHICS/GIFS

- [CANVA](#)
- REMOVE BG
- STORYSET
- GIPHY
- IMGFLIP
- EZGIF.COM



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PHOTO AND VIDEO EDITING

- HOTSPOT.AI
- PFPMAKER (PROFILE PICS)
- PIXLR
- LIGHTROOM
- CAPCUT
- INSHOT
- CANVA

STOCK PHOTOS/REELS AUDIO

- PEXELS
- CANVA
- PIXABAY
- REELS MUSIC
- REEL TRENDS
- KAPTIONED (SUBTITLES * CAPTIONS)
- CAPCUT (SUBTITLES & CAPTIONS)

SOCIAL MEDIA MANAGEMENT

- META BUSINESS SUITE
- HOOTSUITE
- PLANOLY

WEBSITE HOSTS AND DEVELOPMENT

- WIX
- SQUARE SPACE
- GOOGLE SITES
- GO DADDY'
- SQAURE
- CANVA
- WORDPRESS

SCHEDULING POSTS

- META BUSINESS SUITE
- HOOTSUITE
- INSTAGRAM
- BUFFER

HASHTAGS AND KEYWORD GENERATORS

- CHAT GPT
- WORDSTREAM
- GOOGLE KEYWORD PLANNER
- HASHTAG STACK
- KICKSTA
- KEYWORDTOOL.IO



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SCHEDULING AND CALENDARING

- CALENDLY
- ACUITY
- HONEYBOOK
- GOOGLE CALENDAR
- MICROSOFT OUTLOOK
- ICLOUD CALENDAR

ELECTRONIC SIGNATURES

- ADOBE
- DOCUSIGN
- HELLOSIGN
- SIGN REQUEST

LEGAL DOC TEMPLATES

- NNA (SPECIFIC FORMS)
- STATE CITE (SPECIFIC DOCS)
- LAW DEPOT

AUTOMATIONS

- HONEYBOOK
- ZAPIER

MARKET RESEARCH AND LEAD GEN

- GOOGLE TRENDS
- QUALTRICS
- HUBSPOT

DOCUMENT MANAGEMENT

- DROPBOX
- GOOGLE DRIVE
- CLOUD STORAGE

PDF EDITOR

- ADOBE
- PDFESCAPE

PASSWORD MANAGEMENT

- LAST PASS
- GOOGLE PASSWORD MANAGMENT



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ONLINE FORMS

- TYPEFORM
- JOTFORM
- GOOGLE FORMS

ELECTRONIC SIGNATURES

- ADOBE
- DOCUSIGN
- HELLOSIGN
- SIGN REQUEST

MILEAGE TRACKER

- TRIPLOG
- EVERLANCE
- MILEIQ

NOTE TAKING

- MICROSOFT ONENOTE
- NOTION
- EVERNOTE

MULTILINK FOR BIO

- LINKTREE
- ZNAPLINK

NOTARY DIGITAL JOURNAL

- [NOTARY GADGET](#)
- NOTARYACT

EMAIL MARKETING

- MAILCHIMP
- CONVERTKIT

EMAIL SECURITY

- HUSHMAIL
- PROTONMAIL
- MAILFENCE



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SCANNING APPS

- ADOBE SCAN
- IPHONE NOTES APP
- SCANNER PRO

SCRIPT WRITING

- GOOGLE DOCS
- NOTION
- NOTES APP ON PHONE

SURVEYS

- SURVEY MONKEY
- TYPEFORM
- SURVEY GIZMO

VIDEO CONFERENCING

- ZOOM
- GOOGLE MEET
- TEAMS

ANALYTICS

- INSTAGRAM INSIGHTS
- YOUR WEBSITE INSIGHTS
- NOT JUST ANALYTICS

TRACK YOUR TIME

- CLOCKIFY
- TOGGL
- HARVEST

URL SHORTENING

- BITLY
- TINYURL

COPYWRITING

- COPY.AI
- CHATGPT



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CAPTIONS

- CHAT GPT
- COPY.AI
- CONTENT ROW

CONTENT PLANNING

- NOTION
- GOOGLE KEEP
- FEED REVIEW OR PREVIEW

CONTENT RESEARCH

- CHAT GPT
- ANSWER SOCRATES
- FEEDLY

COMMUNICATION TOOLS

- SLACK
- TRELLO

TARGET AUDIENCE GENERATOR

- GOOGLE ANALYTICS
- FACEBOOK AUDIENCE INSIGHTS
- FOUNDERPAL.AI
- HUBSPOT AUDIENCE TOOL

TASK/TIME MANAGEMENT

- ASANA
- TRELLO
- TODO / TODO CLOUD
- WUNDERLIST

CONTENT TEMPLATE/IDEAS

- CANVA (TEMPLATE)
- PINTEREST
- CHAT GPT
- CAPTCUT
- CONTENTIDEAS.IO



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