

Tools for Managing Your Freelance Business

B2B's Next Frontier, ASBPE's 2022 National Conference

These resources courtesy of:

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Tools for Managing Assignments

PITCHING

[Opportunities of the Week newsletter](#)

[Write Jobs PLUS+](#)

[The Write Life pitch spreadsheet](#) | [Article](#)

[Sample query and networking materials](#)

from Sophia McDonald Bennett & Bob Sandrick

PROJECT MANAGEMENT

What I use: [Trello](#)

Other options: [Wrike](#), [Basecamp](#), [Monday.com](#),

[Asana](#), [ClickUp](#)

Tools for Reporting, Writing & Editing

REPORTING

Researching company information: [Wayback Machine](#), [SEC/EDGAR](#)

Finding sources: [Hunter.io](#), [LinkedIn Advanced People Search](#), [HARO](#)

Finding documents: [Google Advanced Search](#)

Recording: [FreeConferenceCall.com](#), [Zoom](#)

Transcribing: [Rev.com](#), [Otter.ai](#), [Happy Scribe](#), [Tetra](#)

WRITING

Storytelling: [Story Toolkit](#) by Erin Peterson

EDITING

Brushing up on grammar: Free Poynter course called "[Cleaning Your Copy](#)"

Cutting and self-editing: [Hemingway App](#)

Tools for Getting Paid

ACCOUNTING/BOOKKEEPING

What I use: [Quickbooks Self-Employed](#)

Other options: [Freshbooks](#), [Wave](#), [Freeagent](#)

TRACKING TIME

What I use: [Toggl](#)

Other options: [Clockify](#), [Harvest](#), [Focus Booster](#)

Tools for Staying Informed & Inspired

NEWSLETTERS

Notes from a Hired Pen (Jen Miller):

tinyletter.com/jenamiller

Wonder Tools: wondertools.substack.com

Tools for Reporters: toolsforreporters.com

Freelancing with Tim:

freelancingwithtim.substack.com

SOCIAL MEDIA

[Freelance Content Marketing Writer Facebook page](#)

[SPJ Freelance Community Facebook page](#)

[UPOD Academy Facebook page](#)

OTHER

[The Artist's Way](#)

Morning Pages concept: 750words.com or morningpages.app