5 Free Tools CEOs Use Daily To Boost Their Productivity At Work.

B.O.T

Showing up to work, giving 100% everyday is tough, trust us, WE KNOW!!

Hundreds of Millions of Dollars are spent on productivity research every year; how can I make the best use of my time? Why am I not able to concentrate? Why? Why? WHYYY?

Heading a company is definitely not a walk-in-the-park, it's hard work that requires good time management skills, the ability to set clear goals and the management of human capital in the best way possible. However, these are not easy to harvest skills, and we all know that everyone needs support in managing their time and their many, many tasks everyday.

We wanted to do our part in supporting you to deal with your hectic schedule, by giving you access to the top 5 resources that CEOs all around the world use everyday to increase their productivity!

Best part? They're all FREE* and they're ONLINE! Which means no investment and no lengthy installation process (YEY!)
From lead generation activities, to customer relationship management, or team organization, we've compiled the top 5 tools that will boost your productivity in a FREE resource guide.

The Growth Team

Resource 1

zapier

It is an online automation tool that connects your favorite apps, such as Gmail, Google sheets, Slack, etc... through "Zaps" so you can link two or more web apps and automate repetitive tasks without relying on developers to build the integration.

You simply have to:

- Choose your apps
- Select a trigger
- Choose the actions that should take place whenever the trigger occurs.
- Connect them through zaps

Try Zapier now and let us know what do you think?

Resource 2

calendly

It is a web app for scheduling appointments, meetings, and events. With Calendly people can set a meeting with you or your team without having to go back and forth to find availability. All you need to do is let the app know your availability preferences and it'll do the work for you.

Ready to start? Download calendly here!

slack

With channels in Slack, you and your team know where to go to ask questions, share updates, and stay in the loop while reducing the amount of emails sent. Every channel allows you to share updates related to a project, or topic, with all your team members.

You just have to:

- Create a channel
    - Invite people
    - Start Communicating (Easy right?)

Click to create your first Slack Channel

Resource 4

Trello

Trello's [boards](), lists, and cards enable you to organize and prioritize your projects in a fun, flexible, and rewarding way. Once you sign in to Trello you just need to create a board. You'll be easily guided throughout the process.

Your first board is just a click away!

Resource 5

miro

[Miro](#) is the online collaborative whiteboarding platform that enables distributed teams to work effectively together, from brainstorming with digital sticky notes, to planning and managing agile workflows.
Start by creating a whiteboard and invite your team to collaborate and share their updates and ideas.

Start a brainstorming session

REMEMBER!

Consider taking care of your wellbeing to enhance your productivity!

A CEO should never forget to prioritize wellness so here is a way to kick off your day properly. **Headspace** is your guide to mindfulness for your everyday life. Learn meditation and mindfulness skills from world-class experts and choose from hundreds of guided meditations on everything from managing stress and anxiety to sleep, focus, and mind-body health.

Protip: Outsourcing tasks remains a CEO's best-kept secret for increasing productivity in the workplace, and you're in Luck, this is exactly what we do!
Since you downloaded the resource guide, we're giving you a promo code that will give you a 25% discount on your first job with us!

Use "IAMPRODUCTIVE" to get the special rate, you can reach out to us here: **www.letsbot.io/services**

USE PROMO CODE