



Marcus W. Wells

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You can go online and uncover tons of lists of tools and some even give a brief description about what tool does. You may occasionally find someone who puts the tools in categories for you which can help if you know what the category means, if not doesn't help much.

What you typically don't find during your search is a list of just the basic tools you need when you are first starting out online. Why? Because it's not "sexy" to make a list of the basics and "digital marketers" sometimes forget that not everyone "speaks the language."

There are so many great tools available today that you can easily become overwhelmed trying to get a hold of them all, even the ones you won't need for another 1-2 years or maybe never.

We live in a gadget happy, app addicted, need the latest technology type environment and that same thought pattern can easily spill over into your business. (....see the next IPhone!)

I just wanted to create a quick guide to assist those entrepreneurs just getting their feet wet online and need some guidance in selecting the right tools for their business.

We used a couple of sources to help verify the history of most of the companies listed in this guide. These sources may not always be entirely accurate so feel free to do your own research.

- Alexa.com: Alexa provides traffic data on over 30 million websites.
- **BBB.org**: The Better Business Bureau provides free business reviews on millions of businesses.

I hope this guide helps and I would love to hear your feedback!

Marcus W. Wells V.P of Operations/Co-Founder www.JHDMarketing.com



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Tools, software, apps, productivity software, marketing tools, business automation tools or whatever you choose to call the technology "stuff" that helps you be more effective online; let's just agree there's a lot of it and more coming each week.

The reason I created this guide is because I wish I had this when I first starting doing business online years ago, without much direction. Traditional business has several of moving parts including sales, marketing, managing employees and accounting; but the internet comes with a whole new set of parts. The good news is technology can help us navigate through the online business jungle; but where to start is the question!

If it was just a matter of being directed to technology and tools someone could hand you list like the one below and wish you luck!





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I'm pretty confident that I have lists that total well over 1000 different online business "tools." I'm equally as confident in saying that I don't know what 80% of them actually do and that's okay. I just need to know what's available to help my business improve today. I didn't set out on a quest to create the biggest list of technology tools in the world, but when you conduct research you tend to uncover things that you weren't originally seeking.

I will admit that I'm a productivity "fanatic" and I'm always looking for ways to improve workflow and make my business run smoother, faster, and on autopilot whenever possible. During my research, I often come across various complied lists of tools list this:



....IT'S A LITTLE OVERWHELMING, SO LET'S TAKE IT SLOW!







SELECT DOMAIN NAME PROVIDER

WHAT IS A DOMAIN NAME?

A domain name is composed of name and two or three-letter extension separated by a period. The extension could be .com, .net, .org, .edu, .fr, .uk, etc. There is an extension for every country but .com is most common.

WHY YOU NEED IT?

Having your own domain name allows people to find you online easier. In addition, you are securing your businesses brand name which in some cases may be your own personal name.



- Easy Name your domain name should be really easy to type for the user. If it's the case, you'll get less mistyping's and consequently less customers that went to a different site just because you did not take the time to come up with a more user friendly domain name
- Easy to Recall you need to use usual letter-combinations or words that are easy for pronouncing and typing. The words that are easy to pronounce are usually easy to remember
- As Short as Possible your visitor should be able to type in just a few letters and hit the Enter key before he sees your site
- Easy-to-Guess Spelling this will ensure that your domain name won't be misspelled every other time someone tries to reach your website. Also, you won't have to waste your time especially in a radio ad spelling out your domain name.



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| Provider | Business Started (source bbb.org, if available) | Alexa U.S. Rank (global rank listed if U.S. rank not available) | BBB Accredited | Visit Website |
|---------------|---|--|----------------|-----------------|
| GoDaddy | 1997 | 102 | Yes | GoDaddy.com |
| Namecheap.com | 2009 | 1,036 | No | Namecheap.com |
| Name.com | 2003 | 1,514 | Yes | <u>Name.com</u> |
| 1and1 | 2003 | 906 | Yes (pending) | 1and1.com |



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WHAT IS HOSTING?

A web hosting service is a type of Internet hosting service that allows individuals and organizations to make their website accessible via the World Wide Web. Web hosts are companies that provide space on a server owned or leased for use by clients, as well as providing Internet connectivity, typically in a data center.

WHY YOU NEED IT?

In order for you to make the web available on the internet for the public at large to see and enjoy, you need a provider to publish your site, much like a magazine publishes an article you may have written or an advertisement you want to run.



- If you opted for free webhosting, don't be surprised that you can't include unique language scripts. If scripting is necessary for your website, you need to be willing to pay.
- Shared or dedicated hosting? If you are currently generating a lot of traffic to your website, you need to go for dedicated hosting.
- When you are selecting a web host, you ought to choose one that is from the same country as the market you are targeting
- Your website is going to grow eventually. Therefore, do ensure that your web hosting provider can meet your future needs and accommodate the future growth of your site.



SELECT HOSTING PROVIDER



| Provider | Business Started (source bbb.org, if available) | Alexa U.S. Rank (global rank listed if U.S. rank not available) | BBB Accredited | Visit Website |
|-----------|---|--|----------------|---------------|
| Hostgator | 2002 | 501 | Yes | Hostgator.com |
| Bluehost | 2004 | 509 | No | Bluehost.com |
| Dreamhost | 1997 | 1878 | No | Dreamhost.com |
| 1 and 1 | 2003 | 906 | No | 1and1.com |



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HIRE A

WEBSITE

DEVELOPER

WHAT IS WEBSITE DEVELOPER?

A Website Developer plays a very important role in the creation of your new website. They are part designer, programmer, and business branding consultant. Their goal is to help you design a site that is usable by a live person, but also has the key elements needed to have search engines properly index the site

WHY YOU NEED IT?

You should hire a professional developer for several reasons. One reason is that you aren't in the web development business and you don't have the time. Another reason is your website represents your imagine and brand online so you want to make sure it looks professional.

* If you still decide you want to build your own website than I strongly suggest building it using WordPress software. There's a great infographic that goes into detail of the strengths and weakness of each platform but WordPress is clearly the easiest to use if you don't have a background with coding. You can check out the entire graphic here: http://websitesetup.org/cms-comparisonwordpress-vs-joomla-drupal/





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WHAT IS E-MAIL MARKETING SYSTEM?

Email marketing is an efficient way to stay connected with your clients while also promoting your business. With email marketing, you can easily and quickly reach target markets without the need for large quantities of print space, television or radio time or high production costs.

WHY YOU NEED IT?

An email marketing system also known as an auto-responder allows you to send email messages to your entire list of customers and clients at once. This saves you a lot of time by allowing you to send out updates, share news, make announcements and much more.



- Once you have your auto-responder set up, you can use it to send a monthly or weekly newsletter to stay in contact with your list.
- Offers rewards and incentivizes to the people on your list to when you launch new products.
- Ask for community feedback via surveys and questionnaires to increase member engagement.





| Provider | Business Started (source bbb.org) | Alexa U.S. Rank | BBB Accredited | Visit Website |
|------------------|--------------------------------------|-----------------|----------------|---------------------------------------|
| Aweber | 1998 | 439 | Yes | Aweber.com |
| Mailchimp | 2001 | 114 | No | Mailchimp.com |
| Constant Contact | 1995 | 128 | Yes | <u>Constantcontact.</u> <u>com</u> |
| Getresponse | 2007 | 1055 | No | <u>Getresponse.com</u> |







WHAT IS SOCIAL MEDIA?

Social media is the social interaction among people in which they create, share or exchange information and ideas in virtual communities and networks

Source: http://en.wikipedia.org/wiki/Social_media

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WHY YOU NEED IT?

Online Social Media networks have millions of people visiting daily which means you can generate a lot of business through these platforms if none correctly and by learning the rules of that network.



- If you are just starting out with Social Media, pick one or two networks and become really comfortable with the behaviors of those networks and work on developing relationships. A major problem people run into with Social Media is trying to be on all the networks in beginning and they soon become overwhelmed.
- Even though it was suggested that you not focus on too many Social networks in the beginning; you still want to make sure you secure your business and personal brand names for later. Go to http://knowem.com/to confirm if you names are available on the major social networks.













REGISTER YOUR CLOUD BASED EMAIL

WHAT IS A CLOUD-BASED EMAIL?

A "cloud based" email account is simply an email you access online via the internet such as Gmail or Yahoo-mail. There are a few well known providers like Yahoo and Microsoft that offer cloud based email but I've found through my research and experience that Gmail is the best.

WHY YOU NEED IT?

You need a web based email for a few reasons; for starters, it allows you to access email anywhere and across all devices which can include a desktop, laptop, mobile phone, and tablet. It also allows you to store data outside of your PC so you don't use storage space.



- Set up a separate Gmail account for business if you already have a personal use account. You don't want to comingle your business and personal messages together.
- Gmail can also be set-up to integrate with many of the other pieces of software you use to run your business.







Source: http://www.howtogetgmail.com/images/google-2-01.jpg





STAY ORGANIZED SIGN-UP FOR EVERNOTE

WHAT IS EVERNOTE?

Evernote is a file storage app that allows one to add and manage notes, recordings, images, and URLs that you would like to keep on any device that has internet. Organize and manage different ideas, research, notes, or photos. Also, record audio notes, upload photos, and scan files.

WHY YOU NEED IT?

Doing business online can become very distracting and overwhelming at times and Evernote is the perfect tool to help keep you on track. Here are just some of the features it offers:

- Create and edit notes and task lists
- Create audio files
- Upload documents, presentations, and PDFs
- Bookmark webpages
- Access your Evernote account and files from any computer with internet or any device that has the app

You can sign up for a FREE account atwww.evernote.com







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SELECT AN **ONLINE FILE** SHARING PROVIDER

WHAT IS ONLINE FILE SHARING?

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An online file sharing service provides a way to store and access information, such as documents, data, photos and video, all online so you don't have to store the information on your hard drive or removable media.

WHY YOU NEED IT?

Online file sharing services make it easy to upload files to share with your team or freelancers that you may hire. It also allows you to access important files remotely or store for later.







| Provider | Business Started (source bbb.org) | Alexa U.S. Rank | BBB Accredited | Visit Website |
|--------------|--------------------------------------|-----------------|----------------|------------------------|
| Dropbox | 2007 | 40 | No | Dropbox.com |
| Google Drive | Google Product | 7282 | It's Google | <u>GoogleDrive.com</u> |
| OneDrive | Microsoft Product | 22,884 | It's Microsoft | <u>Onedrive.com</u> |
| Box.com | 2005 | 295 | No | Box.com |







SELECT A TASK MANAGEMENT SYSTEM

WHAT IS A TASK MANAGEMENT SYSTEM?

Online task management systems (aka "TO DO LISTS") are software programs that allow you to keep track of the various tasks that you have to complete throughout the day, week, and month. These powerful online systems are more effective than the traditional "To Do List" you write down on paper.

WHY YOU NEED IT?

The online task management systems allow you to organize projects, create deadlines, manage recurring tasks, and to get thoughts from your head into a secure storage database, not a post it!







| Provider | Business Started (source bbb.org) | Alexa U.S. Rank | BBB Accredited | Visit Website |
|-------------------|--------------------------------------|-----------------|----------------|---------------------------------------|
| Remember the Milk | 2004 | 3695 | No | <u>RemembertheMilk.</u> <u>com</u> |
| Wunderlist | 2010 | 1260 | No | Wunderlist.com |
| Workflowy | N/A | 3643 | No | Workflowy.com |
| Todoist.com | 2007 | 1881 | No | <u>Todoist.com</u> |







SELECT A PASSWORD MANAGER

WHAT IS A PASSWORD MANAGER?

A password manager is software that helps you organize your logins and passwords, making your internet experience both easier and more secure.

WHY YOU NEED IT?

In the online business world, you are often forced to juggle numerous website accounts and it's easy to forget usernames and passwords. It's also dangerous to use the same username and password across all websites in the case that someone gets a hold of that information. Password managers can make the process a lot easier, with a password manager you'll never need to remember or type your logins again.





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| Provider | Business Started (source bbb.org) | Alexa U.S. Rank | BBB Accredited | Visit Website |
|---------------|--------------------------------------|-----------------|----------------|------------------|
| Lastpass | 2008 | 1029 | No | Lastpass.com |
| 1Password | 2006 | 2780 | No | 1Password.com |
| RoboForm | 1995 | 3179 | No | RoboForm.com |
| Password Safe | 2002 | 155,222 | No | PasswordSafe.com |







OPEN A PAYPAL ACCOUNT

WHAT IS PAYPAL?

PayPal is a financial institution owned by EBay. PayPal is the easiest way to get started with sending and receiving money online without having a merchant account.

WHY YOU NEED IT?

- PayPal is a safer, faster, more secure way to pay online your financial details are never shared.
- You can use PayPal to pay thousands of retailers that accept PayPal.
- Yes, you can use PayPal for free
- Free protection wherever you shop with PayPal, so in the unlikely event that an item doesn't arrive or isn't what you expected, you can get your money back.

Open your account atwww.PayPal.com





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WHAT IS A SHOPPING CART?

A shopping cart is a piece of e-commerce software that allows visitors to your website to select items for eventual purchase. The software allows online shopping customers to accumulate a list of items for purchase, aka "placing items in the shopping cart" or "add to cart." Upon checkout, the software typically calculates a total for the order, including shipping and handling (i.e., postage and packing) charges and the associated taxes, as applicable.

WHY YOU NEED IT?

In most cases, you don't need an online shopping cart if you are just lunching your business. Many businesses are able to operate with just a PayPal account, especially if you're in a service based business. Shopping carts can be a significant investment that you don't need. If you are selling a wide variety of products through your website then you may want to consider investing in a good shopping cart program.

SELECT AN ONLINE SHOPPING CART







| Provider | Business Started (source bbb.org) | Alexa U.S. Rank | BBB Accredited | Visit Website |
|--------------|--------------------------------------|-----------------|----------------|-----------------|
| Bigcommerce | 2003 | 1374 | Yes | Bigcommerce.com |
| Woo commerce | 2007 | 61,553 | No | Woocommerce.com |
| Magento | Owned by eBay | 3522 | Yes (eBay) | Magento.com |
| Shopify | 2005 | 430 | Yes | Shopify.com |





THANK YOU!

I hope you found this information beneficial for your business. I also listed some additional links on the last page of the book if you wish to continue your research.

Please be sure to visit us on the web:

wwwJHDMarketing.com



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OTHER RECOMMENDED **RESOURCES**

WEBSITE DEVELOPMENT

Jordan Hunter Digital Marketing

Full disclosure, this is our business website but the work speaks for itself. If you're looking for high quality website design and branding development, I suggest visiting www.JHDMarketing.com and reviewing some of the websites that we have developed for clients. Your website is your first impression online, potential clients and customers will often make an immediate judgment about your business based on the quality of your website so make it a good one.

JHDMarketing.com

SOCIAL MEDIA MANAGEMENT

Hootsuite.com

If you're building an active growing business online, you need to be on social media. However, there are an ever-growing number of platforms including Facebook, Twitter, YouTube, Instagram, and Pinterest. Hootsuite gives you the ability to effectively track and monitor all your social media platforms in one location. This one tool alone can add several hours back into your week by helping you become more efficient and effective with your social media.

Hootsuite.com

MIND MAPPING

Mind42.com

Entrepreneurs tend to have many great ideals floating around in their brain but hardly ever put it to paper and that's where mind mapping can help. This easy to use free software allows you to map out your creative ideals so you can put it all together into a structured format and sleep easy at night.

www.Mind42.com







RECOMMENDED READING

E-Myth by Michael Gerber

The E-Myth Revisited should be required listening for anyone thinking about starting a business or for those who have already taken that fateful step. Amazon.com

Cashflow Quadrant by Robert Kiyosaki

There are four types of people who make up the world of business but it's the business owners and the investors (not the employees and the self-employed) who can create great wealth by accelerating their cash flow through those assets. Amazon.com

The 4 Hour Work Week by Tim Ferriss

Whether you are an overworked employee or an entrepreneur trapped in your own business, this book is the compass for a new and revolutionary world. Amazon.com



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HERE ARE SOME ADDITIONAL SOURCES TO CONTINUE YOUR TOOL AND APP RESEARCH:

- http://iag.me/socialmedia/tools/10-must-have-social-media-tools-for-small-businesses/
- http://www.huffingtonpost.com/vala-afshar/digital-marketing-tools_b_2542665.html
- http://small-bizsense.com/10-must-have-tools-for-home-based-entrepreneurs/
- http://blog.toggl.com/2013/07/10-must-have-apps-and-tools-for-social-media-marketing/
- http://www.inc.com/jeff-haden/10-essential-online-tools-your-business-should-be-using.html
- http://www.fastcompany.com/3008869/10-little-known-apps-entrepreneurs-cant-live-without
- http://www.mweb.co.za/Entrepreneur/ViewArticle/tabid/3162/Article/7404/10-little-known-apps-entrepreneurs-cant-livewithout.aspx
- http://realtormag.realtor.org/technology/mr-internet/article/2011/03/10-top-mostly-free-tools-you-cant-live-without
- https://www.udemy.com/blog/online-marketing-tools-2 /
- http://blog.frontapp.com/the-10-tools-start-ups-should-have/
- http://www.businessnewsdaily.com/3097-technology-start-your-small-business.html
- https://www.workintelligent.ly/technology/mobile/7-business-apps-for-every-professional/
- http://blog.heyo.com/top-10-must-have-marketing-tools-in-todays-digital-world/
- http://www.hitexchangenews.com/news/5-must-have-tools-for-your-online-business/
- http://www.10webtips.com/articles/emarketing-tools.html
- •http://www.techrepublic.com/blog/10-things/10-must-try-cloud-tools-for-business/
- https://accuprocess.com/blog/10-must-have-tools-for-a-more-efficient-business.html
- http://www.inc.com/francesca-fenzi/10-best-apps-for-business.html
- •http://www.eadt.co.uk/business/features/10_free_business_apps_you_can_t_live_without_1_1127012
- http://www.forbes.com/sites/centurylink/2013/12/17/top-business-executives-name-their-10-must-have-mobile-apps/
- https://www.americanexpress.com/us/small-business/openforum/articles/10-must-have-business-apps-you-didnt-know-youneeded/





ABOUT US



Jordan Hunter Digital Marketing (formerly SyeWells.com Digital Marketing) was established as a website development company back in 2009 by company founders Sye & Marcus Wells. Although the digital marketing industry continues to expand; our core service continues to be custom website development which goes well beyond simple website design. Our clients enjoy the personal attention they receive through real live communication, not just email. We work with you side-by-side to capture the true essence of your business brand.

Your website is often the first and maybe only opportunity your business has to convince a potential customer to do business with you and we take that seriously. We take great pride in the outstanding websites and other digital products we have developed for our customers over the years; however we recognize that service is our real business.



SYE WELLS Co-Founder

Sye transforms and monetizes businesses. She is an inspiration to thousands of entrepreneurs who seek to engage, connect and multiply.

Online, her newspaper ShestheCEO.com inspires women owned businesses to excel, reach higher, and create a greater global impact.

Sye is relentlessly committed to effective business solutions and powerfully simple communications. Her areas of expertise are sustainable design solutions, and integrated brand identity systems, brand design and strategy, web design, digital media strategy, site architecture, and site marketing.

Sye Wells is a highly sought after web presence business consultant and speaker.



Marcus is a former mortgage banking analysis and certified project manager who understands the importance of having the right systems in place to enhance the customer experience.

Marcus is committed to the continuous improvement of the customer service experience. By combining his productivity training in lean six-sigma with the latest technology he continues to find ways to better serve the needs of the client. His philosophy is to create a "hassle-free" experience for the client and this can only be accomplished by creating strong, easy to follow systems that allow the client a "push-button" experience before receiving the final deliverable.

We're here to help. Whether it's a consultation or an entire website development project, Jordan Hunter Digital Marketing can help you achieve the results you need.

Visit us at: www.jhdmarketing.com to explore the many ways we can help.

Toll-free anywhere in North America: 1-800-507-9005

Email: info@jhdmarketing.com



WEBSITE AUDIT

We Offer Full Website SEO Diagnostic Reports

Improve Your Website, Rank Higher, Identify Flaws, Increase Speed, Competitor Analysis!



LEARN MORE

Company Information Jordan Hunter Digital Marketing LLC 45 E City Line Ave Ste 447 Bala Cynwyd, PA 19004

How To Contact Us Email: info@jhdmarketing.com Phone: 1.800.507.9005

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