THE TOOLS ATWOOD LLC USES

Virtual assistants (VAs) and editors must use an assortment of online technology to complete their projects. With the sheer number of options available, choosing what works best for each VA and editor will vary. Atwood LLC currently uses the following paid and free tools to complete projects as needed (and as clients prefer):

10to8	Google Keep	Scrivener
Adobe Acrobat Reader	Google Meet	Skype
Asana	Google Sheets	Slack
Brevo	Google Trends	SurveyMonkey
Buffer	Google Workspace	TimeCamp
Calendly	Grammarly	Todoist
Canva	Hootsuite	Toggl
Chanty	HubSpot	Trello
Chaty	HubSpot Meeting	Twitter
Clockify	LinkedIn	WhatsApp
ConvertKit	Lucidchart	WordPress.org
Cost Calculator	MadMimi	WP to Buffer
Dashlane	MailChimp	WPForms
Dropbox	Microsoft 365	Wrike
Evernote	Microsoft Excel	Xodo
Facebook	Microsoft OneNote	Zenkit
Flock	Microsoft Outlook	Zoho Docs
Freshbooks	Microsoft Teams	Zoho Meeting
Google Docs	Microsoft Word	Zoho Vault
Google Drive	Monday.com	Zoom
Google Forms	OneDrive	
Google Gmail	Pinterest	

During the onboarding process, Atwood LLC figures out which programs work best for the client. Should a particular tool not appear on this list, please do not hesitate to inquire about whether a tool is unfamiliar to me—I take the time to learn new tools quickly.