

# tech-hub

By



Enterprise  
Nation

## The freelancer's AI toolbox: Time-saving tools for smarter work



Take control of your freelance business  
with tools that work as hard as you do!

In partnership with

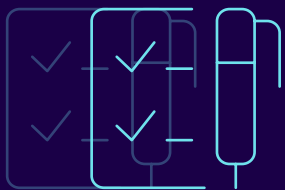
Google

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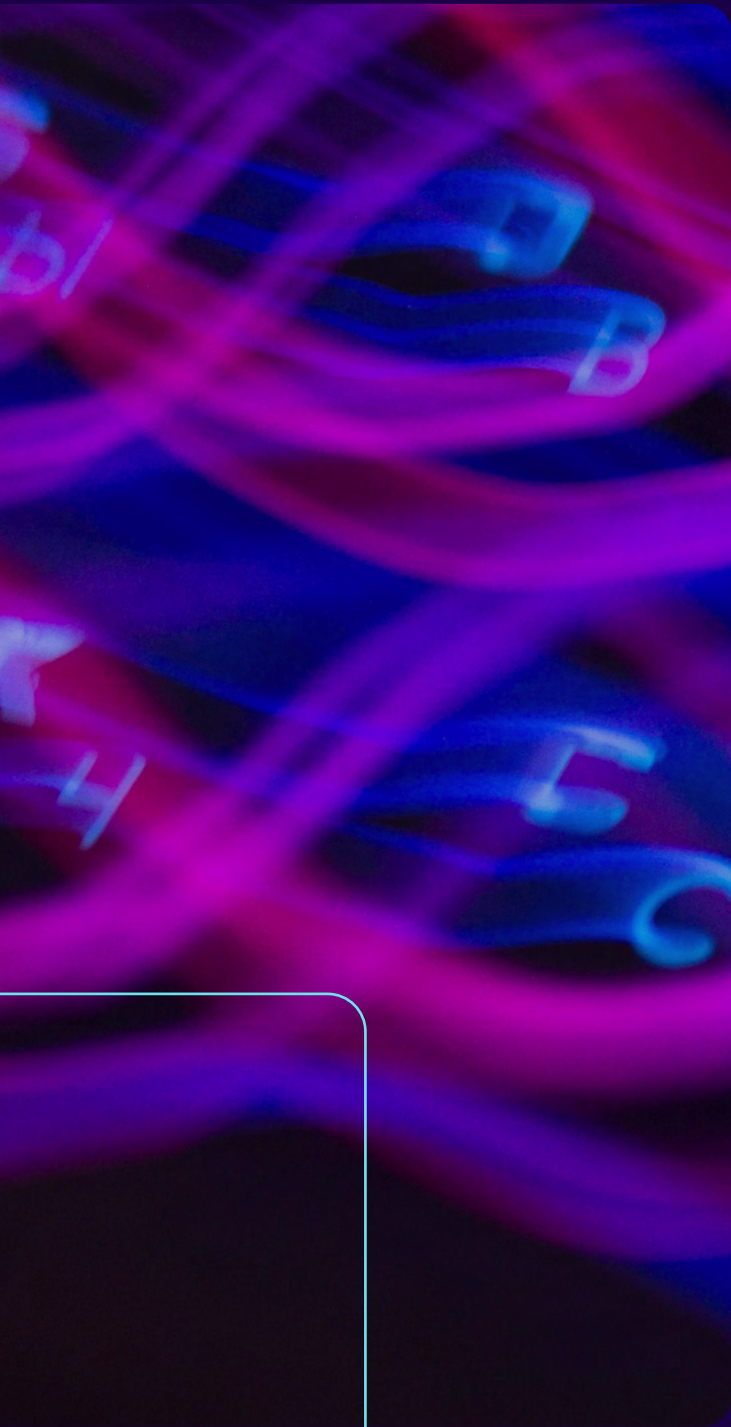
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DELL  
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# Productivity and organisation



## Google Keep

**Free to use**

**What it does:** Create quick notes, to-do lists and reminders that sync across devices.

**Why it's great:** No need to jot things down manually – capture ideas and tasks instantly.

**Save time by:** Keeping all your notes and reminders in one place for easy access.

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## Trello with Butler Automation

**Free for basic use**

**What it does:** Organise projects with visual boards and automate task reminders.

**Why it's great:** Manage deadlines without juggling several different calendars or apps.

**Save time by:** Automating repetitive actions like moving tasks or sending reminders.

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## Calendly

**Free for one calendar**

**What it does:** Let clients book meetings with you at a time that works for both of you.

**Why it's great:** Eliminates the back-and-forth of scheduling.

**Save time by:** Automatically syncing with your calendar and sending confirmations.



## Client management and invoicing

### Wave

**Free to use**

**What it does:** Offers invoicing, payment tracking and receipt scanning for free.

**Why it's great:** Everything you need to manage your finances, simplified.

**Save time by:** Automating payment reminders and creating of invoices.

### Dropbox Sign

**30-day free trial, plans start at £20 a month**

**What it does:** Send documents for electronic signatures.

**Why it's great:** No more printing, signing, scanning and emailing documents.

**Save time by:** Getting contracts signed digitally in minutes.



## Creating content

### Canva

**Free to use**

**What it does:** Create professional designs for social media, presentations and more.

**Why it's great:** Drag-and-drop simplicity, even for beginners.

**Save time by:** Using templates to quickly create stunning visuals.

### Jasper

**Seven-day free trial, plans start at \$39 a month**

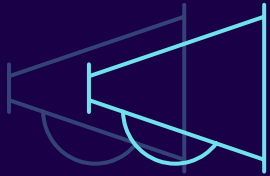
**What it does:** Generate text for blogs, emails and captions in seconds.

**Why it's great:** Get past writer's block instantly.

**Save time by:** Producing ready-to-use copy without hours of brainstorming.







## Marketing and outreach

### MailerLite

**Free for up to 1,000 subscribers**

**What it does:** Manage email campaigns and create automated sequences.

**Why it's great:** A simple tool for staying in touch with your audience.

**Save time by:** Automating follow-ups and newsletters without manual effort.

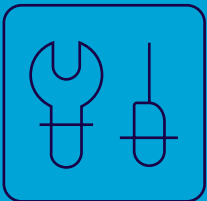
### BuzzSumo

**Seven-day free trial, plans start at \$199 a month**

**What it does:** Helps you find trending topics and analyse social media shares.

**Why it's great:** Know what content resonates with your audience.

**Save time by:** Pinpointing popular topics in seconds instead of hours of research.



## Why use these tools?

### Save hours every week:

Automate repetitive tasks and focus on delivering results for your clients.

### Work smarter, not harder:

Use intuitive tools designed to make your solo business run smoothly.

### Impress your clients:

Professional designs, timely communication and seamless workflows create a lasting impression.

### Bonus tip:

Bookmark this PDF and try one tool at a time – start with the area where you spend the most time.



# Sage

## Automating your accounts payable process has never been easier

### Sage Ai

**What it does:** Sage Ai automates tasks like processing invoices, gives you a real-time view of your business performance and tells you what you can do to improve it. As technology moves forward, we move with it. Our 40 years of experience ensures you make the most of technology as it advances.

**Why it's great:** From keeping your reports accurate to boosting your business productivity, automated, AI-powered accounts payable features let you confidently focus on the higher-value work of making smarter, faster decisions.

**Save time with:** Automated data capture, included in our AI-powered Purchase Automation features. With Accounting Standard and Plus, you can automate tasks and dedicate more time to more valuable work.



**Make smarter, faster decisions with Sage Ai**

### Why use these tools?

**Know your spending at all times:**

Easily track every penny your business spends with streamlined, automated features that eliminate the need for manual data entry.

**Avoid hours of admin:** Digitising your financial records guarantees that every expense is accounted for. Say goodbye to piles of paperwork.

**Manage your finances with**

**confidence:** Stay informed about when and where your business needs to collect and make payments with connected banking, automated data capture and insightful dashboards.

# About Tech Hub

Backed by top technology firms, Tech Hub is a new-generation, one-stop-shop solution that allows businesses to access industry-leading digital tools, training, support and know-how to succeed, all in one place.

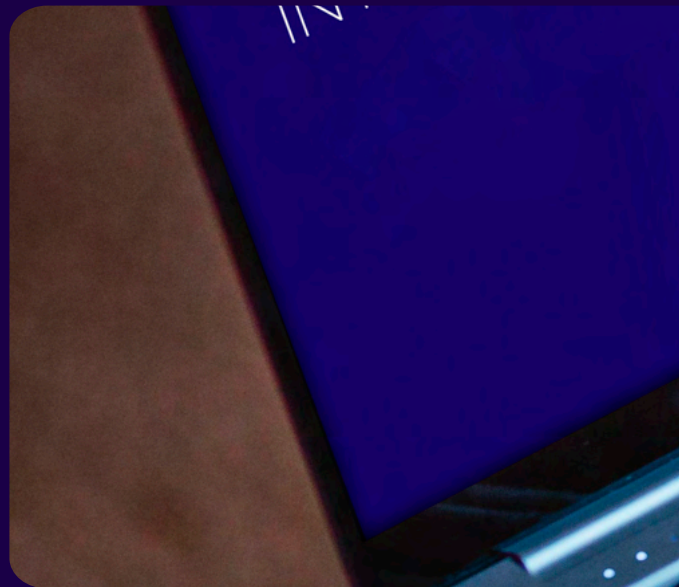
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