

Manage your projects like a pro. What you can learn from freelancers.

Everything from start to finish

Note Taking

What's your favorite way of tracking your own notes and client's; packaging it up for future reference.

- BackPack by 37signals - <http://www.backpackit.com/>
- OneNote - <http://office.microsoft.com/en-us/onenote/default.aspx>
- ZooTool - <http://zootool.com/>
- Qipit - <http://www.qipit.com/> (keep it) Copy documents, whiteboards and handwritten notes with your camera phone or digital camera to store, fax, email or publish!
- Evernote - <http://evernote.com/>

Client updates

What's the best way to get client's updated on their projects? – Email? Links? Phone calls?

Project management tools

- Pelotonics – Group collaboration and project management <http://www.pelotonics.com/>
- Intervals - Stop Getting Dominated by Your Projects <http://www.myintervals.com/> - Web-based time tracking, task management and project management
- Primavera – Owned by Oracle <http://www.primavera.com/> Complete solution
- Microsoft Office Project - <http://office.microsoft.com/en-us/project/default.aspx>
- BaseCamp - <http://www.basecamp.com/>
- WorkZone - <http://www.workzone.com/>
- QuickBase - <http://quickbase.intuit.com/>
- Project Pier - <http://www.projectpier.org/> Free open source
- Lighthouse - <http://www.lighthouseapp.com/>
- Smashing Magazine - <http://www.smashingmagazine.com/2008/11/13/15-useful-project-management-tools/>
- Creative Pro Office - <http://www.creativeprooffice.com/>
- Jumpchart - <http://www.jumpchart.com/> - Nice and tidy website planning.
- No Kahuna - <http://nokahuna.com/>

Collaboration

- Trac Project - <http://trac.edgewall.org/> Open source
- PB Wiki - <http://pbwiki.com/>
- MindTouch - <http://www.mindtouch.com/>
- Spring Loops - <http://www.springloops.com/> Unique source code management tool focused on web development teams. It allows you to code in parallel and share your code safely concentrated on results, not on lost changes or overwritten files.
- Active Collab - <http://www.activecollab.com/>

Conferencing

- Vyew - <http://vyew.com/site/> - Always on collaboration and workspace + live web conferencing.
- DimDim - <http://www.dimdim.com/> - The world's easiest web conference.
- Ivocalize - <https://www.ivocalize.com/> - Simple and cheesy web conferencing.
- Microsoft Live Meeting - <http://office.microsoft.com/en-us/livemeeting/default.aspx>
- Adobe Acrobat Connect Pro - <http://www.adobe.com/products/acrobatconnectpro/>

Bug Tracking

- 16 Bugs - <http://16bugs.com/>
- Jira - <http://www.atlassian.com/software/jira/> Bug and issue tracker
- Sifter***- <http://sifterapp.com/> - Bug and issue tracking
- Fixx - <http://hedgehoglab.com/products/fixx/> - Simplifies your bug and issue tracking process and helps you deliver projects and write better software.
- Shared Google Docs spreadsheet

Quoting and billing systems (<http://www.freelancedom.com/2008/09/11/roundup-7-invoicing-apps-that-will-get-you-paid/>) and (<http://www.listio.com/reviews/2008/09/comparison-invoicing-applications-zoho-invoice-invoices-made-easy-blinksale-citrusbill/>)

- Freshbooks - <http://www.freshbooks.com/> - Online Invoicing, Time Tracking and Expense Service
- Cashboard - <http://www.getcashboard.com/> Cashboard offers the generation and tracking of invoices, in addition to time tracking.
- Quickbooks – <http://oe.quickbooks.com/bb/index.cfm>
- Time59 - <https://www.time59.com/login.asp>
- SimplyBill - <http://www.simplybill.com/>
- Invotrack - <http://invotrak.com/index>
- GetHarvest - <http://getharvest.com/>
- Cashboard - <http://www.getcashboard.com/>
- Zoho - <https://invoice.zoho.com/login/jsp/login.jsp>
- CitrusBill- <http://citrusbill.com/>
- Invoices Made Easy - <http://www.invoicesmadeeasy.com/>
- BlinkSale - <http://www.blinksale.com/home>
- Invoy - <http://emptyfactory.com/invoy/> for Mac
- Bamboo Invoicing - <http://www.bambooinvoice.org/>
- Billings App - <http://www.billingsapp.com/>

Customer relation management (CRM)

- SalesForce - <http://salesforce.com>
- SugarCRM - <http://www.sugarcrm.com> - Free for basic level.
- JobBlogs - <http://jobblogs.cc/>
- ACT! - <http://www.act.com/>
- BatchBook - <http://www.batchblue.com/>
- Outlook - BCM (biz contact mgr)

Billable hours

Feast or famine: What's your formula for staying on track with billable hours over customer relations, selling, invoicing and developing? Project scope creep, caffeine, motivation and focus; Setting minimums per day or week.

- Bill4Time - <http://www.bill4time.com/>

Pricing

How do you set your pricing structure? Industry standards or do you have break even analysis?

Time management and tracking

- Omni Focus - <http://www.omnigroup.com/applications/omnifocus/>
- Clocking It - <http://www.clockingit.com/> - a free hosted application, keeping track of all your tasks and the time you spend on them.
- BubbleTimer - <http://bubbletimer.com/>
- Deadline App - <http://deadlineapp.com/> - Good things come to those who plan. Deadline is the simplest calendar ever made. You write in plain English, and it will set up a reminder for you.
- Rescue Time- <http://www.rescuetime.com/> - Ridiculously easy time management software.

Outsourcing

How much do you outsource? Do you outsource your own talents or do you do it all? Best price or value over a higher price?

Sales & referrals

Strategy, Publicity, Referrals, Networking & Sales. Building rapport

Dan – What not to do.

Q & A

Project Jigsaw

Google Apps -

BizSpark - <http://www.microsoft.com/BizSpark/> - BizSpark is uniquely designed to accelerate your success by providing fast, affordable access to current, full-featured Microsoft tools and technologies, plus production licensing for hosted solutions.

What's next for project Jigsaw? – <http://refreshd.org/projectjigsaw>

- Goal for Mid February meeting
- Writing down ideas or posting to your Evernote.
- Join our email list

End of meeting and network