

5 Great Tools For COURSE CREATION PROJECTS

1. Big Pieces of Paper for **BRAINSTORMING**



\$6

I recommend going old-school for brainstorming. Poster-sized paper lets you keep all your ideas front and center. Having everything visible means more things stay in your working memory, which makes it easier for connections to happen and sets you up for that great leap forward. Chunks of text all over the page, arrows and scratch-outs: it's all there to arrange and re-arrange.

2. Trello for **PROJECT MANAGEMENT**



FREE

I like Trello.com for project management because, in my world, there's a lot of daylight between a task being *To Do* and *Done* - but those are your only choices if you use a checkbox list. In Trello, you can list all the stages of your process across the top: Outline, 1st Draft, 2nd Draft, Final Edit, and move your tasks from left to right as you complete the steps. You can see at a glance where all tasks are in the completion process and the graphical interface is so easy on the eyes. Make a Trello board for each area of your business & you'll feel like you have everything at your fingertips.

3. Evernote for **DRAFTS & ITERATIONS**



FREE

Evernote is the most important tool I own, and it houses all my documents: research, reference, examples clipped from the internet, drafts-in-progress, versions abandoned & saved for posterity, and posts triumphantly posted. Sure you can save all that in gDocs or Word, but Evernote's search function blows them away. Search works even inside attachments - inside the PDF and Word docs you attach to notes. Evernote has the power of 10 office assistants with perfect memories.

4. Keynote for **MATERIALS CREATION**



\$19

Not into learning your way around the heavy hitter graphic design software? Me neither. You can outsource it, or turn to Keynote (PowerPoint, if you do Windows). Moving things around works basically like you think it should. You can make quick work of objects and graphics, move text around, nudge things up and down until they look good > all without losing your mind. Then you export it to PDF and move on with your day. I can't recommend this enough.

5. Fiverr for **FINAL TOUCHES**



\$5

Fiverr.com comes in handy for those high-end flourishes that you occasionally will want, but that you do not want to invest the time in to DIY. Want fillable forms in your PDF? You can get next-day turnaround for a 5-pager for \$5. Formatting, file conversions, things you wish you had 5-minute-access to Adobe or Photoshop for? Fiverr. Fabulous.