Freelancer Tools Setup Checklist

Tool Category	Tool Name	Purpose	Setup	Tested
Time Tracking	Toggl	Track time, bill clients	[ ]	[ ]
Project Management	Asana	Organise tasks & deadlines	[ ]	[ ]
Accounting / Finance	QuickBooks	Invoicing, expenses, tax	[ ]	[ ]
Communication	Slack	Chat with clients & teams	[ ]	[ ]
Scheduling	Calendly	Book meetings easily	[ ]	[ ]
Visual Design	Canva	Create presentations, visuals	[ ]	[ ]
File Storage/Docs	Google Drive	Store & share documents	[ ]	[ ]
Writing Assistance	Grammarly	Fix grammar & tone	[ ]	[ ]