

HEAD HONCHO

USEFUL TOOLS TO HANDLE
YOUR BUSINESS LIKE A BOSS



Hootsuite

Social media plays a huge role in our lives. As a boss, your success or failure could easily come down to your presence on social media. Hootsuite is an amazing online tool that allows you to manage your Insta, Twitter and Facebook profiles – all from one dashboard. Switching between apps is a thing of the past. You can also schedule posts up to 30 days in advance, so if you happen to have an off day, no one will notice. You'll always be active online ... and that's just the free version. You're welcome.



Canva

Successful branding, whether it's yourself, your blog or your business, often comes down to one thing: strong visuals. From brand logos and invoices, to social media posts and web banners, Canva is your free personal graphic designer. With more than 20 document types and 50 000 templates to choose from, you're really spoilt for choice. This user-friendly tool also lets you pick a colour palette for your brand, so you can keep everything you work on consistent. Just sign up online and create a profile, so that all your docs are safe and secure, then download a PDF and voila! You're on a new level.



Wix.com

Sending out a one- or two-page document as your CV is all good and well, but it's time to take things to the next level. Why not have a site as your online portfolio, or even to showcase your business? Wix is a website builder that makes creating a site as simple as posting a tweet. Pick a template and customise. Done. No complicated coding necessary. Your stellar website can be accessed on a PC or cellphone, so you're always ready to present the best version of yourself to that important connection. **X**

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