



The Leader's Digital

— TOOLBOX —

30 digital tools that every leader should have at their fingertips



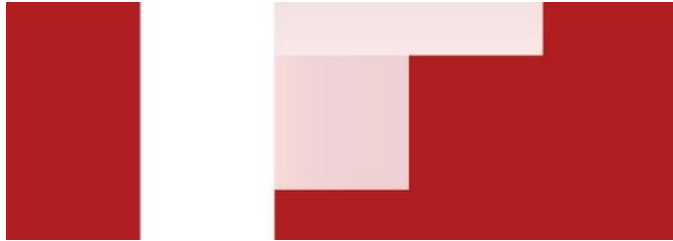
This is my toolbox

Digital technology provides a great opportunity to amplify the impact of leaders. Following are 30 of the digital tools that I use to improve Awareness, Knowledge Management, Communication and Productivity. I sincerely hope that they will be of value to you on your journey.



Awareness

Keeping up to date with what is happening around you is perhaps the most important role of a leader. Digital tools can help you easily gather, collate and share information with your tribe simply and easily.



Flipboard App

Flipboard allows you to create curated information feeds based on topics of interest. You can also create your own private or public magazines and share them with others.



LinkedIn

LinkedIn probably doesn't need much explaining, it is social networking for people in business. Following the right people can be a great source of both information and inspiration.



Sendible

One of the best social media management tools around. Awesome scheduling functions and the ability to run multiple campaigns simultaneously. Like Hootsuite on steroids.



Kindle App

As much as I love to read on paper I buy all my business books on Kindle. The ability to access them instantly and search, copy and paste text makes Kindle books an invaluable resource.



Knowledge

In a world of information excess, the ability to put your hands on the right information at the right time is imperative. Knowledge tools allow us to manage what we know and find it easily from wherever we want to work.



Google Drive

This is my cloud document service. It allows me to sync documents across my devices and share easily with others. It has good security and great search at a reasonable price.



Evernote

To me, Evernote is the perfect complement to Google Drive. It is how I collect and manage all the snippets of information that I come across and don't want to forget.



Xero

Xero is a cloud based accounting system that makes it incredibly easy to keep your accounts up to date and makes your financial information available everywhere.



Base CRM

Perhaps the most important knowledge to have in business is knowledge of your customers. For small businesses, I don't think you can go past the simplicity and usability of Base CRM.



Communication

Perhaps one of the greatest advantages of digital technology for leaders is the ability to amplify communication. Digital technology can allow you to listen.



Slack

An enterprise social networking tool (like Facebook for business). Slack makes communication more open and reduces the burden of email.



Google Apps for Work

Google Apps is Gmail for the workplace. I use it to manage my email, contacts and calendar. It syncs information seamlessly across my devices and integrates with a bunch of my other apps.



Cloudmagic Email

Yes, I know we complain about it a lot but email is still our most common digital tool. Cloudmagic is super easy to use and one of the best third party email clients on the market.



Skype

I use Skype for most virtual meetings, mainly because most people have it and already know how to use it.



Keynote

I do a lot of speaking and create all my presentations using Apple Keynote. I love that my presentations sync seamlessly between my desktop, laptop and tablet.



GoTo Webinar

One of the more expensive webinar options but this just might be one of those situations where you get what you pay for.



MailChimp

Mail chimp is a super simple email marketing service that I use it to share information with my followers. Its built-in analytics make it easy to find out which content resonates with your tribe.



Skitch

Skitch is a desktop and mobile app that allows you to quickly annotate and share screenshots and images. It is super simple and easy to use.



Productivity

At the end of the day, leadership is about impact, and improving productivity means we can make more impact in less time. Digital tools can dramatically improve productivity by reducing time spent on administrative and low value tasks.



Todoist

This is my preferred task management platform. It syncs across my devices and allows me to collaborate on projects easily with my team. Perhaps my most used service.



iThoughts

I use iThoughts for all my note-taking. Because all my notes are digital, I spend less time searching for them and can easily copy and paste them into an email or report.



LastPass

LastPass is a password manager that frees you from having to fill out passwords for every website you visit. All your passwords are stored securely with one master password.



Expensify

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Expensify makes expense reports easy. It allows you to scan and upload receipts where it then reads the transaction information and automatically inserts it into your expense report.



iAnnotate

iAnnotate is a PDF annotation tool. You can use it to sign documents electronically as well as mark up and annotate PDFs.



Triplt

I use Triplt to manage all my travel arrangements. By forwarding reservations and flight details to Triplt they are automatically synced to my calendar.



Hardware

Apart from the software tools, we need the right hardware for the software to run on. My setup is Apple-centric (though I do have an Android smartphone) for no other reason than I appreciate well-built devices. That being said, the best services out there are platform-agnostic and will work on any device you like.



iPad Pro

This is not the only tablet I own but it the one that I will pick up and take with me when I'm leaving the house. Well-built, easy to use and a great selection of business apps.



Apple TV

I carry an Apple TV with me when I am doing presentations. The ability to wirelessly connect to my iPad gives me great flexibility.



Stylus (Apple Pencil)

I strongly advice against using a stylus for note taking but I always carry one in case I need to do a quick sketch or drawing. It can also be useful for signing documents.



Spare charging cables

I carry spare charging cables with me for all my mobile devices. This is even more important if you have devices with irregular plugs i.e. not Apple or mini USB.



Scanner

I have great digital systems and horrible analogue ones. My advice is to digitise paper as soon as possible. I recently upgraded my scanner to a Fujitsu ix500 and only wish it had a shredder attachment.



Bluetooth keyboard

I carry a bluetooth keyboard along with my iPad. I don't use it in meetings but might bring it out if I'm writing a blog. Avoid the keyboard cases and go for a full size keyboard instead.



Mac Mini

At my home office, I have a Mac Mini. This is mainly used when producing videos and conducting webinars. This is completely complementary to my iPad.



MacBook

Although hybrid devices (such as the Surface Pro) might be the future we still need multiple devices for now. My current laptop of choice is the Apple MacBook. Good performance and incredibly portable.