Tech Stack Checkup - Reminder List

Communication and Collaboration:

- ☐ Email client (e.g., Outlook, Gmail)
- ☐ Video conferencing (e.g., Zoom, Microsoft Teams)
- ☐ Instant messaging (e.g., Slack, Microsoft Teams)
- ☐ Project management (e.g., Trello, Asana)
- ☐ File sharing and storage (e.g., Dropbox, Google Drive)
- ☐ Collaboration tools (e.g., Google Workspace, Microsoft 365)
- ☐ CRM software (e.g., Salesforce, HubSpot)

Marketing and Social Media:

- ☐ Social media management (e.g., Hootsuite, Buffer)
- ☐ Email marketing platform (e.g., Mailchimp, Constant Contact)
- ☐ Content scheduling (e.g., Buffer, Later)
- ☐ SEO tools (e.g., SEMrush, Moz)
- ☐ Social media analytics (e.g., Facebook Insights, Twitter Analytics)

Financial and Accounting:

- ☐ Accounting software (e.g., QuickBooks, Xero)
- ☐ Invoicing and billing (e.g., FreshBooks, Wave)
- ☐ Expense tracking (e.g., Expensify, Receipts by Wave)
- ☐ Payroll management (e.g., Gusto, ADP)
- ☐ Tax preparation software (e.g., TurboTax, TaxAct)

E-commerce and Sales:

- ☐ E-commerce platform (e.g., Shopify, WooCommerce)
- ☐ Point-of-sale (POS) system (e.g., Square, Toast)
- ☐ Inventory management (e.g., TradeGecko, Zoho Inventory)
- ☐ Customer support (e.g., Zendesk, Freshdesk)

Website and Online Presence:

- ☐ Website hosting (e.g., Bluehost, SiteGround)
- ☐ Content management system (CMS) (e.g., WordPress, Drupal)
- ☐ Analytics and tracking (e.g., Google Analytics, Adobe Analytics)
- ☐ Domain management (e.g., GoDaddy, Namecheap)

Security and Data Protection:

- ☐ Antivirus and malware protection (e.g., Norton, McAfee)
- ☐ Password manager (e.g., LastPass, 1Password)
- ☐ Backup and recovery solutions (e.g., Backblaze, Acronis)
- ☐ VPN service (e.g., NordVPN, ExpressVPN)

Customer Support and Feedback:

- ☐ Live chat support (e.g., Intercom, LiveChat)
- ☐ Customer feedback tools (e.g., SurveyMonkey, Typeform)
- ☐ Helpdesk software (e.g., Freshdesk, ZenDesk)

Productivity and Organization:

- ☐ Note-taking apps (e.g., Evernote, OneNote)
- ☐ To-do list apps (e.g., Todoist, Wunderlist)
- ☐ Time tracking (e.g., Toggl, Harvest)
- ☐ Calendar and scheduling (e.g., Google Calendar, Calendly)

Human Resources and Team Management:

- ☐ HR management software (e.g., BambooHR, Gusto)
- ☐ Employee scheduling (e.g., When I Work, Deputy)
- ☐ Performance management (e.g., 15Five, Lattice)

Legal and Compliance:

☐ Legal document management (e.g., DocuSign, Adobe Sign)
☐ Compliance tracking (e.g., Compli, Convercent)

Analytics and Reporting:

☐ Business intelligence tools (e.g., Tableau, Power BI)
☐ Data visualization (e.g., Domo, Chartio, Klipfolio)

Integration and Automation software:

☐ Tools that help create integrations with other software (e.g., Zapier, Integromat/Make.com)