

Executive Resource Center

A compendium of curated resources to help administrative professionals and small business owners — bookmark this page!

Compiled by Lighthouse Studio Hub / Admin Business Center

Disclosure: Many of these are freemium sites. If you make a purchase through one of these links, I may receive a small commission as an affiliate.

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Add Text to Graphics

- **Hype Text** ([play.google.com](https://play.google.com/store/apps/details?id=com.hypetext))
- **Retype** (sumoing.com)
- **Type Loop** (typeloop.app)
- **WordSwag** (wordswag.co)
- **Write Behind** ([apps.apple.com](https://apps.apple.com/us/app/write-behind/id1444444444))

Blogging Tools

Website Analysis

- **Accessibility Checker** (www.accessibilitychecker.org)

- **Hotjar** (www.hotjar.com)

Blog Name Generators

- **Bust A Name** (www.bustaname.com)
- **Domain Puzzler** (www.puzzledomain.com)
- **Domainr** (domainr.com)
- **Impossibility** (impossibility.org)
- **Lean Domain Search** (leandomainsearch.com)
- **Name Mesh** (www.namemesh.com)
- **Naminum** (www.naminum.com)
- **Panabee** (www.panabee.com)
- **Shopify Domain Name** (www.shopify.com)
- **Wordoid** (wordoid.com)

Blog Title Generators

- **Advanced Marketing Institute** (www.aminstitute.com)
- **Answer the Public** (answerthepublic.com)
- **CoSchedule Headline Analyzer** (coschedule.com)
- **Impact Bound** (www.impactbnd.com)
- **InBound Now** (www.inboundnow.com)
- **SEOPressor** (seopressor.com)
- **Tweak Your Biz** (tweakyourbiz.com)

Book Summaries

- **Four Minute Books** (www.fourminutebooks.com)
- **Free Book Notes** (www.freebooknotes.com)
- **Get Abstract** (www.getabstract.com)
- **Summary.com** (www.summary.com)

Career & Professional Development

- **Business Management Daily** (www.businessmanagementdaily.com)
- **Career One Stop — Skills Matcher** (www.careeronestop.org)
- **Classy Career Girl** (www.classycareergirl.com)
- **Indeed** (www.indeed.com)
- **Ladders** (www.theladders.com)
- **Life Hack** (www.lifehack.org)
- **MyCareerShines for Workforce** (www.floridashines.org)
- **O*NET Online** (www.onetonline.org)
- **Profound Self Improvement** (www.profoundselfimprovement.com)
- **Self-Assessments** (www.careeronestop.org)
- **SMART Goals Framework** (www.careeronestop.org)
- **Vital Smarts** (www.vitalsmarts.com)

Cloud Storage

- **Amazon Cloud Drive** (www.amazon.com)
- **Box** (www.box.com)
- **Dropbox** (www.dropbox.com)
- **Google Drive** (drive.google.com)
- **iCloud Drive** (www.icloud.com)
- **Mega** (mega.co.nz)
- **Microsoft OneDrive** (onedrive.live.com)

Color Tools

- **Adobe Color** (color.adobe.com)
- **Color Hunt** (colorhunt.co)
- **Color Tool** (material.io)
- **ColorZilla** (www.colorzilla.com)
- **Coolors** (coolors.co)
- **Palette Generator** (palettegenerator.com)
- **TinEye** (labs.tineye.com)

Community Management

- **Disqus** (disqus.com)
- **Followerwonk** (followerwonk.com)

Conference Calls

- **Google Hangouts** (www.google.com)
- **Skype** (www.skype.com)
- **Stream Yard** (streamyard.com)
- **Team Viewer** (www.teamviewer.com)
- **Zoom** (zoom.us)

Design Resources

- **Creative Fabrica** (www.creativefabrica.com)
- **Creative Market** (creativemarket.com)
- **Design Bundles** (designbundles.net)
- **Kittl** (www.kittl.com)
- **The Hungry Jpeg** (thehungryjpeg.com)

Education

- **Alison** (alison.com)
- **Canvas Network** (www.canvas.net)
- **GCF Global** (edu.gcfglobal.org)
- **Google Digital Garage** (learndigital.withgoogle.com)

- **Open Education Database** (oedb.org)
- **Indezine** (www.indezine.com)
- **Think Outside the Slide** (www.thinkoutsidetheslide.com)
- **Virtual Assistant School** (jsarbogast--thevaconnection.thrivecart.com)

Email Management

- **Mailchimp** (mailchimp.com)
- **Mailtrack** (mailtrack.io)

Executive Assistant Resources

- **All Things Admin** (www.asaporg.com)
- **Cabinet** (www.joincabinet.com)
- **Desk Demon** (www.deskdemon.com)
- **Executive Support** (www.executivesupportmagazine.com)
- **Office Dynamics** (officedynamics.com)
- **Office Ninjas** (officeninjas.com)
- **Red Cape** (redcapeco.com)
- **VA School** (jsarbogast--thevaconnection.thrivecart.com)

Freelance / Side Hustle

- **Etsy** (www.etsy.com)
- **Fiverr** (www.fiverr.com)
- **Freelancer** (www.freelancer.com)
- **Guru** (www.guru.com)
- **Indeed** (www.indeed.com)
- **Mechanical Turk** (www.mturk.com)
- **Thumbtack** (www.thumbtack.com)
- **Upwork** (www.upwork.com)
- **Virtual Assistant School** (jsarbogast--thevaconnection.thrivecart.com)
- **VA Client Kickstart Challenge** (jsarbogast--thevaconnection.thrivecart.com)

Grammar, Writing & Speech

- **Grammarly** (www.grammarly.com)
- **Hemingway Editor** (www.hemingwayapp.com)
- **SEO Writing Assistant** (www.semrush.com)
- **Snappy Words** (www.snappywords.com)
- **Word Counter** (wordcounter.net)
- **Word Hippo** (www.wordhippo.com)
- **Word Trippers** (wordtrippers.com)

Speech to Text

- **Dictation** (dictation.io)

- **E-Speaking** (e-speaking.com)
- **Speech Notes** (speechnotes.co)
- **Speech Texter** (www.speechtexter.com)

Document Comparison

- **Draftable** (draftable.com)

Graphics

- **Adobe Spark** (www.adobe.com)
- **BeFunky** (www.befunky.com)
- **Canva** (canva.com)
- **Crello** (www.crello.com)
- **Designcap** (www.designcap.com)
- **Easil** (www.easil.com)
- **Kittl** (www.kittl.com)
- **Pablo** (pablo.com)
- **Picmonkey** (picmonkey.com)
- **Pixeden** (pixeden.com)
- **Pixelied** (pixelied.com)
- **Polarr** (polarr.co)
- **Relay** (www.relay.com)
- **Snappa** (snappa.com)
- **Stencil** (www.getstencil.com)

Infographics

- **Canva** (www.canva.com)
- **Infogram** (infogram.com)
- **Kittl** (www.kittl.com)
- **Pixelied** (pixelied.com)
- **Piktochart** (piktochart.com)
- **Vennngage** (venngage.com)
- **Visme** (visme.co)

Invoice Generators

- **Docusign** (www.docusign.com)
- **Invoice Ninja** (www.invoiceninja.com)
- **PayPal** (www.paypal.com)
- **Slimvoice** (slimvoice.co)
- **Wave** (www.waveapps.com)

Leadership & Management

- **Harvard Business Review** (www.hbr.org)

- **John Maxwell** (www.johnmaxwell.com)
- **LeadX** (www.leadx.org)
- **Michael Hyatt** (michaelhyatt.com)
- **Resourceful Manager** (www.resourcefulmanager.com)

Legal

- **Christy Westerfeld** (www.christywesterfeld.com)
- **Delgrosso Law** (www.delgrossolaw.com)
- **The Contract Shop** (www.thecontractshop.com)

Marketing

- **Angie Gensler** (jsarbogast-gensler.thrivecart.com)
- **Hubspot** (www.hubspot.com)
- **Marketing Solved** (www.marketingsolved.com?aff=arbojs)

Mockups

- **Mockups-design.com** (mockups-design.com)
- **Mockup World** (www.mockupworld.co)

Note Taking

- **Box Notes** (www.box.com)
- **Evernote** (evernote.com)
- **Google Keep** (keep.google.com)
- **OneNote** (www.onenote.com)

Photo Animation

- **Motionleap** (apps.apple.com)

Photo Editing

- **BeFunky** (www.befunky.com)
- **Facetune** (facetuneapp.com)
- **Gimp** (www.gimp.org)
- **Pixlr Editor** (pixlr.com)

Podcast Hosting

- **Anchor** (anchor.fm)
- **Buzzsprout** (www.buzzsprout.com)
- **Podbean** (www.podbean.com)
- **Podcasts.com** (www.podcasts.com)
- **Red Circle** (getredcircle.com)
- **Spreaker** (www.podcastinsights.com)

Productivity Programs

- **Cheers to Blogging (Trello)** (jsarbogast--cheerstoblogging.thrivecart.com)
- **Google Apps** (www.google.com)
- **iWork for iCloud** (www.apple.com)
- **Office Online** (www.office.com)
- **Quip** (quip.com)
- **Zoho** (www.zoho.com)

Productivity Timers

- **E.gg Timer** (e.ggtimer.com)
- **Forest** (www.forestapp.cc)
- **Toggl** (toggl.com)

Project Management

- **Asana** (asana.com)
- **Clickup** (www.clickup.com)
- **Notion** (www.notion.so)
- **TickTick** (www.ticktick.com)
- **Todoist** (todoist.com)
- **Trello** (www.trello.com)

Publishing

- **Book Brush** (bookbrush.com)

Quote Makers

- **Textgram Quotes** (apps.apple.com)
- **Quotes Cover** (quotescover.com)
- **Quozio** (quozio.com)

SEO & Keyword Research

- **Answer the Public** (answerthepublic.com)
- **Can I Rank?** (www.canirank.com)
- **Google Trends** (trends.google.com)
- **Google Search Console** (search.google.com)
- **Keyworddit** (www.keyworddit.com)
- **Keywords Everywhere** (keywordseverywhere.com)
- **Keyword Tool.io** (keywordtool.io)
- **Moz Keyword Explorer** (moz.com)
- **Pinterest** (www.pinterest.com)
- **SEMrush** (www.semrush.com)

- **Serprobot** (www.serprobot.com)
- **Uber Suggest** (ubersuggest.com)

Social Media

- **Social Media Calendar Templates** (www.socialmediacalendar.co?sca_ref=3099076.LfdDBss4q6)
- **30 Day Social Media Content Planner** (bit.ly)

Free Twitter Tools

- **PFPMaker** (pfpmaker.com)— profile pictures
- **Twemex** (twemex.app)— insights into any account
- **Socialblade** (socialblade.com)— analytics / competitor tracking
- **Tweetdeck** (tweetdeck.twitter.com)— customized feed
- **Minimal Twitter** (chrome.google.com)— declutter Twitter

Spreadsheets

- **My Excel Online** (www.myexcelonline.com)
- **Spreadsheeto** (spreadsheeto.com)
- **Trump Excel** (trumpexcel.com)

Stock Photos

- **Girl Boss Stock** (girlbossstock.com)
- **Haute Stock** (hautestock.co)
- **Ivory Mix** (ivorymix.com)
- **Pexels** (www.pexels.com)
- **Pic Jumbo** (picjumbo.com)
- **Pixabay** (pixabay.com)
- **Pixistock** (pixistock.com)
- **Styled Stock** (styledstock.co)
- **Styled Stock Society** (styledstocksociety.com)
- **Unsplash** (unsplash.com)

Surveys

- **Crowdsignal** (www.crowdsignal.com)
- **Doodle** (www.doodle.com)
- **Google Forms** (docs.google.com)
- **Responster** (www.responster.com)
- **SoGoSurvey** (www.sogosurvey.com)
- **Survey Monkey** (www.surveymonkey.com)
- **SurveyPlanet** (www.surveyplanet.com)
- **Survey Sparrow** (www.surveysparrow.com)
- **Survey Gizmo** (www.surveygizmo.com)
- **Typeform** (www.typeform.com)

- **Qualtrics** (www.qualtrics.com)
- **Zoho Survey** (www.zoho.com)

Teleprompter

- **Teleprompter** (teleprompter.free)
- **Teleprompt Me** (teleprompt.me)
- **Teleprompter Mirror** (www.telepromptermirror.com)

Travel

- **Flight Stats** (www.flightstats.com)
- **FlightAware** (www.flightaware.com)
- **Frommers** (www.frommers.com)
- **Fuel Cost Calculator** (gasprices.aaa.com)
- **Landlopers** (www.landlopers.com)
- **Limolink** (www.limolink.com)
- **Passports** (travel.state.gov)
- **Seat Guru** (www.seatguru.com)
- **Smart Women Travelers** (www.smartwomentravelers.com)
- **Subway Navigator** (subway.umka.org)
- **The Schengen Visa** (www.schengenvisainfo.com)
- **Traffic & Road Closures** (www.fhwa.dot.gov)
- **Travel Advisory** (travel.state.gov)
- **Travel Weekly** (www.travelweekly.com)
- **Tripit** (www.tripit.com)

Video Creation & Editing

- **Animoto** (animoto.com)
- **Audacity** (www.audacityteam.org)
- **Clips (iPhone)** (www.apple.com)
- **Cloudapp** (www.getcloudapp.com)
- **Flexclip** (www.flexclip.com)
- **GoVideo** (www.vidyard.com)
- **Headliner** (www.headliner.app)
- **Kapwing** (www.kapwing.com)
- **Loom** (www.loom.com)
- **Onestream** (onestream.live)
- **Restream** (restream.io)
- **Screencast-O-Matic** (screencast-o-matic.com)
- **Soapbox** (chrome.google.com)
- **Wave.video** (wave.video)

Watermarking

- **Water Marquee** (www.watermarquee.com)
- **Watermarkly** (watermarkly.com)

Website Design

- **Component** (component.gallery)

Word Clouds

- **Tag Crowd** (www.tagcrowd.com)
- **Word Art** (www.wordart.com)
- **Word Clouds** (www.wordclouds.com)
- **Word It Out** (www.worditout.com)

Have a resource to suggest? Contact me at hello@lighthousestudiohub.com



Lighthouse Studio Hub

Navigate work & life with better systems.

One system at a time.

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