



# Maya's Virtual Rolodex For The Web

**Hey, welcome to my Virtual Rolodex!** Here you'll find the tools, tech, software and contractors that I use and typically recommend to my clients. (Like all things that are recommended in business, use this rolodex as a guidebook of suggestions. Maya Gaddie International is not responsible for any items you purchase or any business relationships.) I'm sharing this list because it's been incredibly useful for clients as they grow and scale their coaching business. My hope is that it's incredibly useful for you too.

**Enjoy!**

**Maya**

**Below you'll find a list of preferred tools. Do your own research. Feel free to ask for an additional recommendation. Feel empowered to make the best decision for you.**

**Note:** Some links below are affiliate links. We share these links for simplicity. Sometimes clients ask for the link because they feel good about using them. Do what feels good for you.

## 1. Tools, Tech and Software

[ActiveCampaign](#) - preferred email marketing + automation tool. It's what we use and recommend for sending regular emails to your subscribers. Email marketing, outreach, weekly newsletters and more.

[Acuity Scheduling](#) - how we make scheduling online appointments easy. We use Acuity to easily schedule appointments. It eliminates back and forth emails and shows when Maya's available in your time zone. It also sends easy email reminders for upcoming appointments via email or text.

[AgoraPulse](#) and [Loomly](#) - our preferred social media management and scheduling tools.

[Amazon Web Services \(AWS\) S3](#) - we use this and Google Drive to securely store audios and PDFs.

[Bidsketch](#) - easy to customize professional proposal templates.

[Blurb](#) - wonderful for full color, and all kinds of high-quality books.

[Buzzsprout](#) - podcast distribution and management tool with built-in analytics.

Cameras: - [For your laptop/computer](#). - [Simple camera that's portable](#).

[Camtasia](#) - our preferred video and audio editing tool.

[Canva](#) and [Adobe Spark](#) - for making graphics on the fly, for everything else we use a graphic designer.

[cloudconvert](#) - file convertor, used to convert almost any type of file into a different format.

[Facebook Debugger](#) - if your picture isn't showing up the way you want it to, or you need to refresh the info Facebook is picking up from your URL, this is where you do it.

[GoDaddy](#) – this is where we buy and manage domain names.

[Google Drive](#) – where we store business files and create shared documents.

[Handwrytten](#) and [Postable](#) - customizable cards in the mail to your clients.

[Hemingway App](#) - good for simplifying and clarifying your message in a blog post or for a newsletter.

[HTML color codes](#) - a tool we use, based on graphic designer recommendation, to get the exact color code, and stay on brand when making graphics on the fly.

Images - Most of Maya's photos are taken by a photographer. When we do use stock photos, here are a few places we source them from: [unsplash](#), [stock.bodyliberationphotos.com](#), [nappy.co](#), [genderphotos.vice.com](#), [canva.com/canvanaturalwomen](#), [eyeforebony.com](#), [deathtothestockphoto.com](#).

[Kapwing](#) - customize and subtitle videos for social media.

[LastPass](#) – how we create, store and share secure, multi-layered passwords.

[LeadPages](#) and [Elementor](#) - what we use to create customized landing pages.

[Listen Notes](#) - where we find podcasts to pitch.

[MoonClerk](#) - easy to setup + use for custom recurring and one-time online payments.

[Moo](#) - good for business cards and customizable journals and print outs.

[Paid Memberships Pro](#) - good for when you have dedicated tech support; it's a highly customizable payment solution that makes it possible to process secure payments through Stripe and PayPal.

[Send2Fax](#) - on the rare occasion we need to send a fax, this is what we use.

[SiteGround](#) - where we host and manage mayagaddie.com, welcome.mayagaddie.com.

[Slack](#) - where Maya chat's with her remote, global team and clients.

[Trint](#) and [Temi](#) - online speech transcription software. Trint is preferred for transcripts and a transcription that's closer to the final draft. Temi is good for rewrites and drafts.

[Typeform](#) - used to create forms, surveys, applications and more.

[Vimeo](#) - our preferred tool for video storage.

### **WordPress (Main Plugins We Use):**

- **404page** customizes your 404 error page, works with (almost) every theme by Peter Raschendorfer.
- **Admin Bar & Dashboard Control** gives admin bar and control access to your WordPress dashboard by Collins Agbonghama.
- **Broken Link Checker** checks your blog for broken links and missing images and notifies you on the dashboard if any are found by ManageWP.
- **Colorlib Login Customizer** is an awesome and intuitive plugin that helps you personalize your login form directly from the Customizer by Colorlib.
- **Contact Form 7** is a contact form plugin by Takayuki Miyoshi.
- **Duplicate Post Settings** to clone posts and pages by Enrico Battocchi.
- **Elementor** is an advanced frontend drag & drop page builder by Elementor.com.
- **Google Analytics Dashboard** for WP (GADWP) displays Google Analytics reports and real-time Statistics in your dashboard by ExactMetrics.
- **HubSpot All-In-One Marketing (free version)** allows you to create and track forms and popups by HubSpot.
- **Leadpages Connector** connects your Leadpages account to your WordPress site to import your landing pages, pop-ups & alert bars by Leadpages.
- **Loginizer** is a WordPress plugin that helps you fight against a brute-force attack by blocking login for the IP after it reaches maximum retries allowed by Raj Kothari.
- **Official Facebook Pixel** is an analytics tool that helps you measure the effectiveness of your advertising and understand the actions people are taking on your website.
- **Remove Dashboard Access Settings** removes dashboard access for certain users based on capability by Drew Jaynes.
- **Title Remover** gives you the ability to hide the title of any post, page or custom post type item without affecting menus or titles in the admin area by WPGurus.
- **WP Old Post Date Remover** is used to remove the date on older posts and pages with no code by Ben Meredith.
- **MinervaKB Knowledge Base for WordPress with Analytics** what we use to build out a custom knowledge base with resources inside our client portal.

[Zapier](#) - use this to save time by creating simple automations.

[Zoom](#) - private online meeting space for clients + community. Once you download it, it's an easy to use, private online space where we can meet, live, face to face. We can share our computer screen, you can share yours. It creates a fluid online experience for clients when we meet live, online. It's not without its hiccups, but it's one of the best, and what we use for client video calls.

**Zoom Alternatives We Love:** [UberConference](#), [Cisco Webex](#)

## 2. Contractors

**Below you'll find a list of contractors we've used who have done excellent work for us in the past.**

**Do your own research. Feel free to ask for an additional recommendation. Feel empowered to make the best decision for you.**

### **Administrative Support, Generalist**

Jodi Cohen, [upwork.com/fl/jodicohen](https://www.upwork.com/fl/jodicohen).

### **Contractors For Hire, Website Platforms**

[99Designs](#) - only used for logo designs, but good results.

[Handy](#) - home cleaning service used in the states.

[Sixty](#) - hire Squarespace designers.

[Taskrabbit](#) - for local errands, recurring drop-offs and tasks.

[Upwork](#) - hire contractors for almost anything.

**Graphic Design** - Dan De Castro, Graphic Design Assistant Contractor: [odiedesigns@gmail.com](mailto:odiedesigns@gmail.com).

**Google Analytics** - David Hall, Google Analytics Contractor: [davidhall.analytics@gmail.com](mailto:davidhall.analytics@gmail.com).

**Tech Support** - Morgan Edwards, Tech Support Contractor: [hello@yourchieftechofficer.com](mailto:hello@yourchieftechofficer.com).

**Video Editing** - John Paul Hauge, Video Editing Contractor: [john.paul.hauge@gmail.com](mailto:john.paul.hauge@gmail.com).

### **Transcriptionist**

Peggy Rabon, Transcriptionist Contractor: [daps.services@gmail.com](mailto:daps.services@gmail.com).

Ian Paul Pintor, [upwork.com/o/profiles/users/~017b1bd707c66d2337](https://www.upwork.com/o/profiles/users/~017b1bd707c66d2337).

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## Thanks for checking out my virtual rolodex!



By the way...

Over the last 9 years, I've helped over 300 coaches create and deliver transformative programs that improve their client's lives.

**I love to connect with coaches who are ready to create the next phase of their signature program (workshop, course or class)!**

Is that you?

Let's not miss an opportunity to have a jam session together - let's chat about what's next for you and your program.

**[Start Here.](#)**