CALENDAR MANAGEMENT

CALENDLY	DESCRIPTION	PROS	CONS
CALENDLY	- is the modern scheduling platform that makes "finding time" a breeze. When connecting is easy, your teams can get more done.	Simple and Simple Clean Massive time saver User friendly It will automatically connected to your Google calendar	It will not sync to the outlook calendar You can reschedule on Google calendar but it will not reflect to Calendly

7SHIFTS	DESCRIPTION	PROS	CONS
7SHIFTS	- the 7shifts restaurant scheduling app makes it easy to manage schedules and communicate with staff on the go.	Manage team schedules Time Clocking Task Management Manager Log Book Engage Tip Pooling	Trouble accessing the app from phone Sometimes the app refuses to post pictures to the log

TIMETAP	DESCRIPTION	PROS	CONS
TIMETAP	- is a feature-rich online scheduling tool that streamlines appointment booking for medical spas around the world and provides a client-focused approach.	Great tool for keeping and managing an appointment schedule This can be individualized to our unique needs	Hard to change the availability At times appointments have failed to schedule

EMAIL MANAGEMENT

	DESCRIPTION	PROS	CONS
SORTD	- is a simple, lightweight add-on for Gmail and Google Workspace that will transform your email into organized lists to help you grow your business.	Value for money Ease of use Features Customer support Everything can be sorted into their own boards Keeping track	Takes longer to load than Gmail You can't rename your columns in the free account

	DESCRIPTION	PROS	CONS
CLEAN EMAIL	- helps you manage your mailbox overloaded with unread and unwanted emails more efficiently — while keeping your data safe and respecting your privacy	Easy to use Automatic email manager Unsubscribe and Block features Affordable Compatible with many email services	Free trial is limited to 1000 emails only

	DESCRIPTION	PROS	CONS
DRAG	- is the Shared Inbox built for G Suite users. You can turn Gmail into your Team's Workspace to support customers, manage tasks and close deals, in 1 click.	Can add as a Google extension Livechat Help Center for tutorial on how to use Drag Email to Support Its Free	Only for Gmail not for Yahoo!

SOCIAL MEDIA MANAGEMENT

	DESCRIPTION	PROS	CONS
LOOMLY	- is the Brand Success Platform that empowers marketing teams to grow successful brands online through collaboration, publishing & analytics features.	Ability to create content and publish to multiple platforms. Gives recommendations throughout from different social media platforms to what kind of topics to post Overall this is pretty user friendly	Expensive

	DESCRIPTION	PROS	CONS
BUFFER	- is a software application for the web and mobile, designed to manage accounts in social networks, by providing the means for a user to schedule posts to Twitter, Facebook, Instagram, Instagram Stories, Pinterest, and LinkedIn, as well as analyze their results and engage with their community.	Calendar scheduling Quick and easy setup From connection to social platform to posting was seamless Multi user Role-based access	Allow dynamic hashtag posting per category Statistical data on hashtags The paid version is bit costly 10 post per channel

	DESCRIPTION	PROS	CONS
PUBLER.IO	- A social media management platform that allows users to schedule, collaborate and analyze their social media posts across all major social networks, including	Let you collaborate with your social media acounts Scheduled your social media post Track your social media performance	Analytics and reporting is currently very basic It lacks many of the deeper feature

			Design beautiful marketing photos and videos	It lacks many of the deeper feature offered by the competitors

		Facebook, Instagram, Twitter, LinkedIn, Pinterest, Google My Business, YouTube, and WordPress.	Design beautiful marketing photos and videos	It lacks many of the deeper feature offered by the competitors
			Collaborate with your Team	

	DESCRIPTION	**PROS**	**CONS**
LATER	- is the all-in-one social marketing platform for the top social networks. Plan, analyze, and publish your content in a few clicks — so you can save time and grow your business.	Manage multiple social sets	Analytics can be improved
		Easy to use scheduling features	
		It's easy to quickly and efficiently schedule a month or more in advance	The number of scheduled posts per month was too low