



GreenMellen  
BUILDING A BRIGHTER WEB

# Tools and plugins to help you get more done and stay sane



@mickmel





# Getting Things Done

the art of stress-free  
productivity

from the New York Times bestselling author

# David Allen

An all-new  
updated  
edition ✓



DESKTOP & INBOX CLUTTER →

BUSYNESS & PRODUCTIVITY →





Google Calendar

G Suite

LastPass ●●●|

A·kis·met



FLYWHEEL











Website Stuff

Business

Getting Things Done



# Website Stuff



Keep it safe and running smoothly

# ManageWP



\$0-\$500/mo



# BlogVault



\$7.40+/mo



# WP Rocket



\$49-\$249/year





# Imagify



\$4.99-\$69.99/mo



# IMAGIFY

# Business



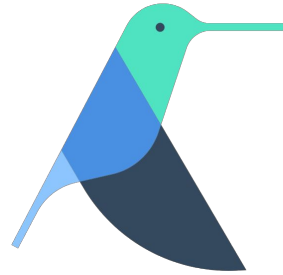
Making the \$\$

# Meetingbird



\$0-\$9/cal/month

Calendly



**MEETINGBIRD**  
BY  **FRONT**

### **Mickey and Ali**

Discovery Meeting – 60 min, 60 min padding, 1 day cushion

Discovery Meeting – 90 min, 60 min padding, 1 day cushion

Discovery Meeting – 90 min, 60 min padding, 5 day cushion

Website Options Review / Coffee – 30 min, 30 min padding, 1 day cushion

Website Options Review – 30 min, 30 min padding, 5 day cushion

Lunch – 60 min, 30 min padding, 1 day cushion, only 11-2

### **Mickey**

Consultation – 60 min, 60 min padding, 1 day cushion

Consultation – 30 min, 30 min padding, 1 day cushion

Lunch – 60 min, 30 min padding, 1 day cushion, only 11-2

### **Mickey and Ashlea**

Website Training – 120 min, 60 min padding, 2 day cushion

Consultation – 30 min, 60 min padding, 1 day cushion

### **Elena and Ali**

30 Minute Meeting – 30 min, 30 min padding, 1 day cushion

60 Minute Meeting – 60 min, 30 min padding, 1 day cushion

### **Status Calls**

Brooke and Ali – 30 min, 30 min padding, 1 day cushion

Brooke and Mickey – 30 min, 30 min padding, 1 day cushion



# ContactsPlus



\$0-\$9.99-\$14.99/mo



# Harvest



\$0-\$12/mo

FreshBooks



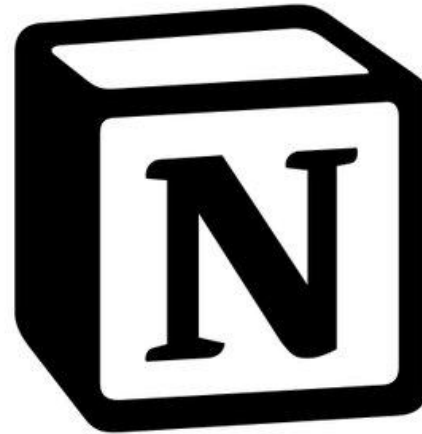
	Budget	Spent		Remaining	Costs	
EU Website			<div style="width: 75%;"><div style="width: 75%;"></div></div>	75%		Actions ▾
Website			<div style="width: 59%;"><div style="width: 59%;"></div></div>	59%		Actions ▾
				remaining		
Website			<div style="width: 60%;"><div style="width: 60%;"></div></div>	60%		Actions ▾
				remaining		
Website			<div style="width: 87%;"><div style="width: 87%;"></div></div>	87%		Actions ▾
GRADING				remaining		
Pocket Folder and Brochure			<div style="width: 42%;"><div style="width: 42%;"></div></div>	42%		Actions ▾
				remaining		
Website Tweaks			<div style="width: 26%;"><div style="width: 26%;"></div></div>	26%		Actions ▾
				remaining		
Logo Design			<div style="width: 100%;"><div style="width: 100%;"></div></div>	-6%		Actions ▾
				remaining		
New Homepage			<div style="width: 53%;"><div style="width: 53%;"></div></div>	53%		Actions ▾

# Notion



\$0-\$4-\$8/mo

Pipedrive  
Copper  
Airtable





# GM Pipeline

Adopted Website Screening Process:

Everything ▾

Properties Filter Sort Search ... [New](#) ▾

Name	Primary Contact	Pipeline	Stage	Status	Owner	Close D...	# Value	# Win %	Σ Weighed	Source
		Websites	Scheduling Discovery	On hold	Ali	Oct 02, 2019		5		Existing Client
		Websites	Presented Options	On hold	Mickey	Sep 18, 2019		20		Referral
		Websites	Presented Options	On hold	Mickey	Sep 09, 2019		10		Meetup/WordCamp
		Websites	Presented Options	On hold	Mickey	Aug 20, 2019		20		Referral
		Websites	Waiting on Form	On hold	Ali	Aug 15, 2019		10		
		Websites	Initial Contact	Open	Mickey	Aug 14, 2019		5		Existing Client
		Websites	Presented Options	On hold	Mickey	Aug 08, 2019		40		Referral
		Websites	Initial Contact	Open	Mickey	Jul 31, 2019		5		Meetup/WordCamp
		Websites	Initial Contact	Open		Jul 24, 2019		25		Meetup/WordCamp
		Websites	Presented Options	On hold	Mickey	Jul 17, 2019		10		Other/Unknown
		Marketing	Waiting on their reply	On hold	Mickey	Jul 17, 2019		10		
		Websites	Scheduling Discovery	On hold	Ali	Jul 17, 2019		5		Existing Client
		Marketing	Waiting on their reply	On hold	Mickey	Jul 15, 2019		50		Business Association
		Websites	Discovery Scheduled	Open	Mickey	Jul 10, 2019		25		Meetup/WordCamp
		Websites	Initial Contact	Open	Mickey	Jul 10, 2019		5		Google Search
		Websites	Scheduling Discovery	On hold	Mickey	Jun 26, 2019		10		Business Association
		Websites	Presented Options	Open	Mickey	Jun 26, 2019		50		Meetup/WordCamp

# GM Pipeline

Adopted Website Screening Process:

📄 Websites Open ▾

Properties Group by Stage Filter Sort 🔍 Search ... New ▾

Initial Contact 4 ... +    Waiting on Form 1 ... +    Scheduling Disc 0 ... +    Discovery Sched 1 ... +    Building Option 0 ... +    Options Built 0 ... +    Presented Optic 7 ... +    Building Contrac 0



# GM Pipeline

Adopted Website Screening Process:

Stats: Websites Open ▾

- Everything ...
- Everything Open/On Hold ...
- Websites Open ...
- Websites On Hold ...
- Marketing Open ...
- Marketing On Hold ...
- Mickey Follow-Ups ...
- Ali Follow-Ups ...
- Open need date ...
- Stats: Won 30 days ...
- Stats: Won All ...
- Stats: Websites Open ...
- Stats: Marketing Open ...

+ Add a View

Primary Contact	Pipeline	Stage	Follow-Up	# Value	# V
	Websites	Scheduling Discovery	Jan 08, 2020		
	Websites	Presented Options	Jul 22, 2019		
	Websites	Presented Options	Aug 12, 2019		
	Websites	Presented Options	Jun 17, 2019		
	Websites	Waiting on Form	Jun 19, 2019		
	Websites	Initial Contact	Jun 26, 2019		
	Websites	Presented Options	Jul 12, 2019		
	Websites	Initial Contact	Jun 17, 2019		
	Websites	Initial Contact	Jun 17, 2019		
	Websites	Presented Options	Jun 24, 2019		
	Websites	Scheduling Discovery	Jun 19, 2019		
	Websites	Initial Contact	Jun 19, 2019		

# Anki

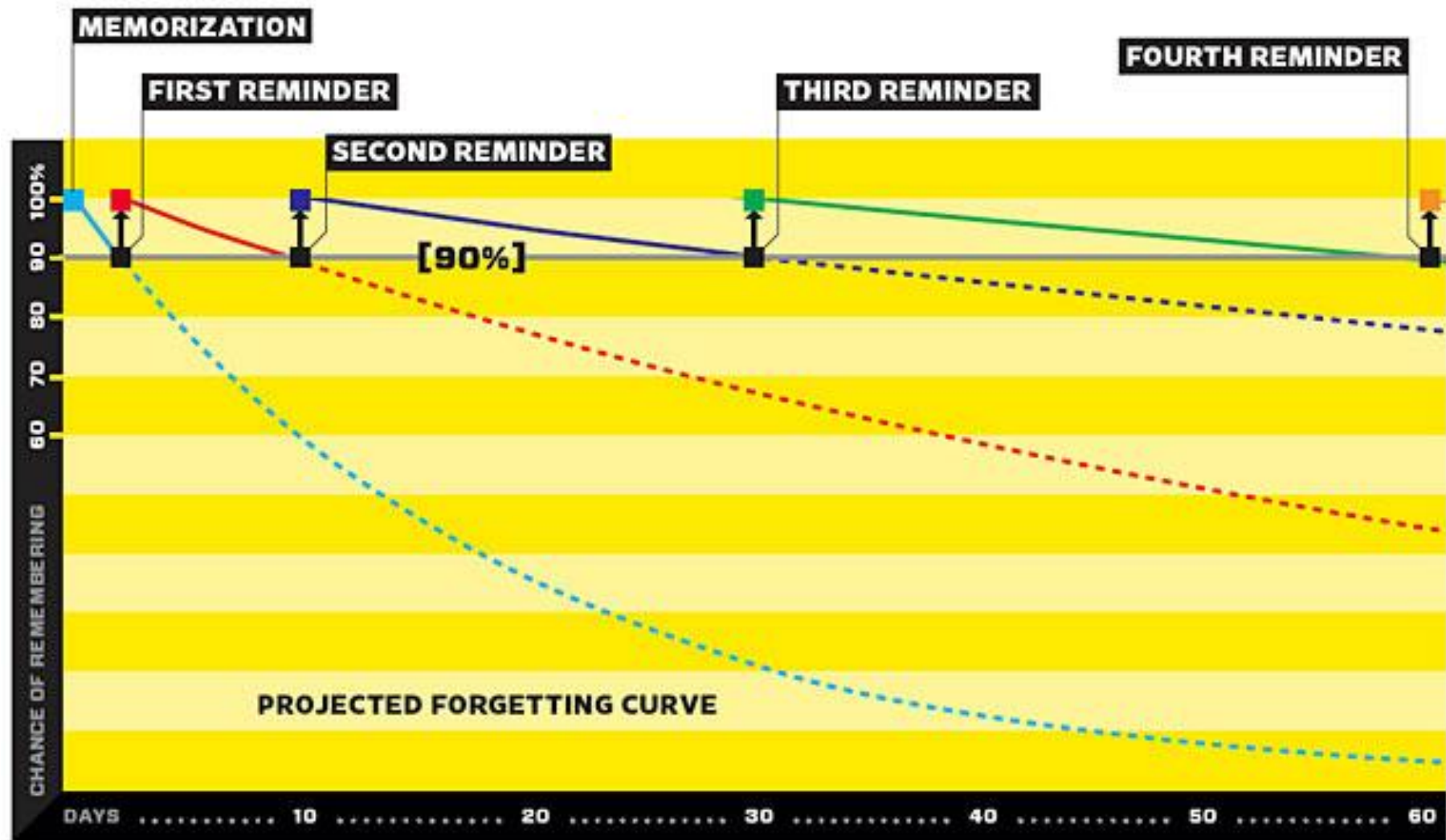


\$0 (\$25 for iOS)

Brainscape  
TinyCards









Edit

1 + 1 + 44  
Show Answer

More ▼



Ghana

< 10m

16d

1.1mo

1.8mo

Edit

Again

Hard

Good

Easy

More ▾



Edit

74 + 2 + 0

Show Answer

More ▾

# ActiveCampaign



\$9-\$229/mo

MailChimp

ActiveCampaign >

# Wistia Soapbox



\$0-\$300/year

Snagit  
Loom



# Miro

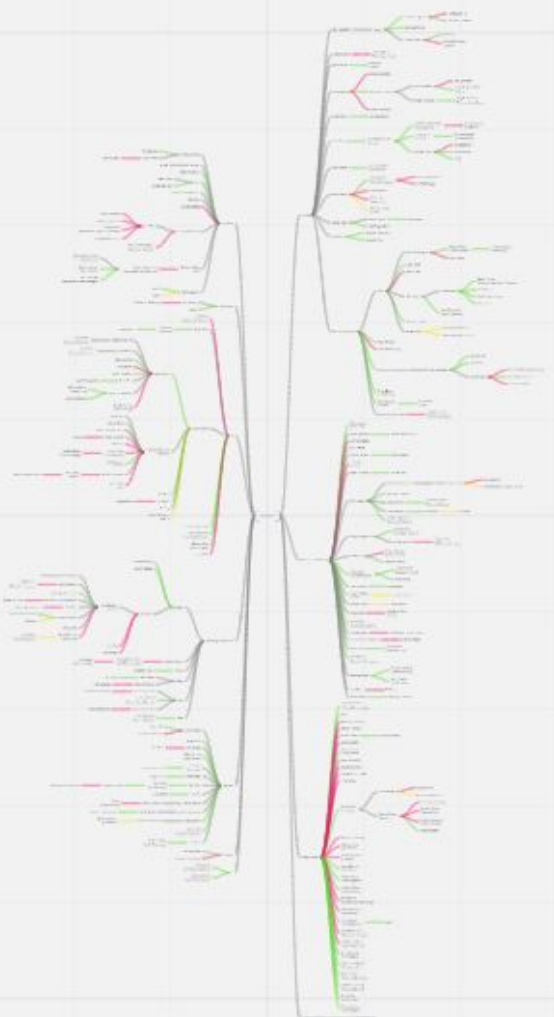


\$0-\$16/mo

MindMeister

**miro**





# Getting Things Done



Everything zero

# Teamwork



\$0-\$15/user/mo

Asana

Trello

Notion

Todoist

TickTick

Monday



# HelpScout



\$20/user/mo

Teamwork Desk



# Help Scout

Replies Sent

295 -12%

Resolved on First Reply

61% -0.3%

Resolved

177 -9%

Resolution Time

10h 35m +96%

First Response Time

Current Previous

Day Week

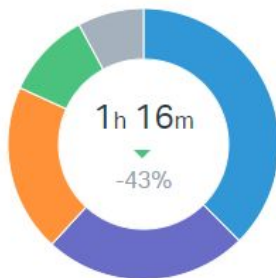


Response Time

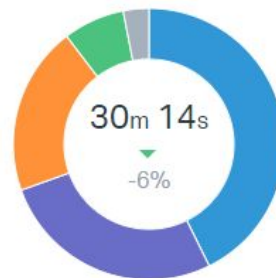
Resolutions

Office Hours i

Response Time



First Response Time



# Google Keep



Free



# Slack



\$0-\$6.67/user/mo







# abrighterweb

# clients

# education

# entertainment

# everybody

# gm-social

# gmmpayments

# gmwebsite

# greenmellen

# homeoffice

# inspiration

# lunch

# quoted

# recipes

# wordpress

Direct Messages



Slackbot

Mickey Mellen (you)

## #education

☆ | 👤 11 | ✨ 0 | ✎ Add a topic



1

**Mickey Mellen** 10:31 AM

Where are you going next, @ali?

**Ali Green** 10:31 AM

Was just looking at that

Thinking 4 again? What about y'all?

**Ashlea Lanier** 10:33 AM

I think I'm coming to 4 as well

**Mickey Mellen** 10:33 AM

I'm leaning that way too.

**Ali Green** 10:34 AM

You can find me on the far left near the speaker.

Second speaker from the front

**natalie epperson** 3:35 PM

you all really quiet this afternoon - either the sessions are totally engrossing or you have fallen asleep!

**Mickey Mellen** 3:36 PM

Some of both. 😊 Some good stuff today!



1

**Brooke Desmond** 3:54 PM

@ali @mickmel we're in stage 1

We're leaving after this session

**Mickey Mellen** 3:56 PM

Cool. We're at top of the stairwell near the registration desk, on a couch working on a proposal.

Wednesday, May 22nd

Monday, June 24th

**Ashlea Lanier** 8:50 AM@channel Anyone available for Creative Mornings this Friday morning? It's at Mercedes Benz and this guy is speaking <https://www.gregmike.com>

Message #education



Q Search



Zoom



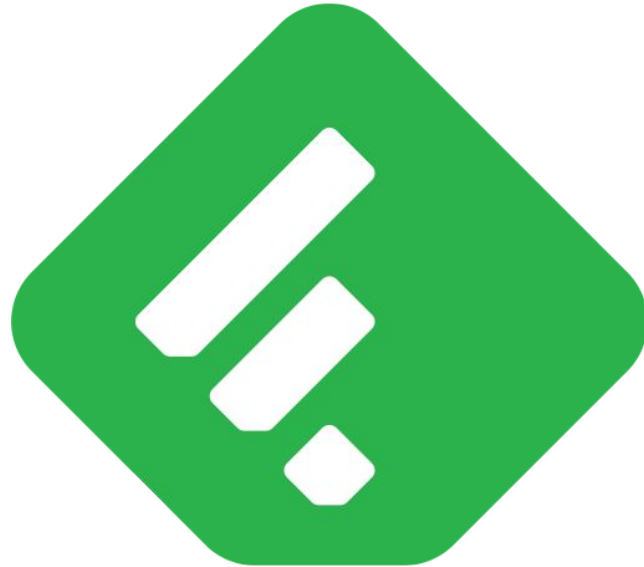
\$0-\$19.99/user/mo

zoom

# Feedly



\$0-\$5-\$18/user/mo



- Today
- Read later
- Annotated
- Filters
- Team Admin

Unpin



Search



## All Team Feeds

140 [dropdown] [icons]

### TEAM FEEDS

- All 140
- Agencies/Freelancers 1
- Business 5
- Clients
- CSS 2
- Design 1
- Finance
- Humor 2
- Marketing 17
- Other 2
- PPC
- Productivity
- Sales
- SEO 16
- Social Media 1
- Tech 2
- Tech - Active 82
- UX 1
- WordPress 8
- More Feeds
- Create New Feed

### MOST POPULAR

- Lifehacker 500+ **The Ruthless Reality of Amazon's One-Day Shipping** Amazon has rapidly expanded its internal shipping services as the company shifts tow 6h
- Search Engin... 300+ **Google On Why You Can't Fix Core Update Issues Or Can You?** We all know that Google has said numerous times that you cannot fix core 12h
- Techdirt 90 **Study Shows Asset Forfeiture Doesn't Fight Crime Or Reduce Drug Use** The lies law enforcement tells about civil asset forfeiture are just 6h

### LATEST

- Shoemoney - ... **Will Virtual Reality Change Marketing?** The Oculus Quest just dropped last month. It's the first six-degrees-of-freedom (no longer just up-c 28min
- TechCrunch 72 **Walmart Grocery is now offering a \$98 per year 'Delivery Unlimited' subscription** Walmart is taking aim at Instacart, Target's Shipt, and 37min
- Official Googl... 28 **Coming soon to the Lone Star State: more office space and a data center** We're expanding in Texas. Austin has been home to Google f 40min
- Geekologie - ... **Multiple Starfleet Insignias Spotted On Mars Surface** This is a shot of the Hellas Planitia region of Mars captured by NASA's Mars Recon 41min
- Shoemoney - ... **Three Must-Have Online Marketing Tools** You can't build a house without a hammer. Neither can you build a house with only a hammer. T 50min
- Techdirt **Pepe The Frog Creator, Infowars Both Claim Victory After \$15k Copyright Settlement** A little over a year ago, we discussed Matt Furie, the 1h
- TechCrunch 100+ **Days after pledging to expand internet, Ethiopia's government shuts it off** Days after Ethiopian ICT officials made public pledges to improv 1h
- WordPress Ta... 35 **In Case You Missed It – Issue 26** photo credit: Night Moves – (license) There's a lot of great WordPress content published in the community b 1h
- Lifehacker **Camping Is A Mess. Here's How To Fix Six Camping Cleaning Problems.** Photo: Ian Espinosa ( Unsplash ), Illustration: Jake Inferrera Step 2h
- Wood Street, I... 24 **70 Web Design and Development Terms We Wish You Knew, Part One** We've been designing and developing websites for 16+ years. So, n 2h
- Lifehacker **How to Emulate a Graphing Calculator on Your Phone or PC** Analog Week Just because 'there's an app for that' doesn't mean you have to 2h
- Lifehacker 77 **Live Between the Belt Holes With These Discounted Leather Ratchet Belts** SlideBelts Leather Ratchet Belts | Amazon We all have times w 2h
- Geekologie - ... **Internal Organs Women's Sleeved One-Piece Swimsuits** This is the internal organs one-piece zip-back swimsuit with sunscreen sleeves ave 3h
- Lifehacker 87 **Parents Should Learn Common Core Math Like a Kindergartner** Photo: Virojt Changyenham (Getty Images) If you have a kid in school, yo 3h
- TechCrunch 100+ **From Project Scarlett to Gooigi: The best of E3 2019** Every story about E3 has opened with a mention of Sony's absence, and this one's no 3h
- TechCrunch 100+ **ThinkGeek.com to close, replaced as a section of GameStop** ThinkGeek GameStop Sad news for anyone who loves geeky goods and 3h
- TechCrunch 76 **NASA asks private companies to share how they might supply the Lunar Gateway** NASA's stated goal of sending the first woman ever, ar 3h
- TechCrunch 100+ **Price tag to return to the Moon could be \$30 billion** NASA's ambitious plan to return to the moon may cost as much as \$30 billion over the n 3h
- Biznology **How To Reply To Online Reviews** Business owners often dismiss the importance of online reviews. However, according to Podium's survey fr 3h

ADD CONTENT

# Notion



\$0-\$4-\$8/mo

Evernote






# Home


 ↗ [Work](#)


 ↗ [Speaking/Presenting](#)

 ↗ [Calls](#)

 ↗ [Business Cards](#)

 ↗ [People to meet with](#)

 ↗ [Future Ideas](#)

 ↗ [Anki](#)

 ↗ [Family](#)

 ↗ [School Schedules](#)

 ↗ [Vacations/Travel](#)

 ↗ [House](#)

 ↗ [Personal](#)

 ↗ [Guitar Tabs](#)

 ↗ [Recipes](#)

## Content to consume

 ↗ [Books to read](#)

 ↗ [Videos to watch](#)

 ↗ [Articles to Read](#)

 ↗ [TV shows to watch](#)

 ↗ [Movies to watch](#)

## Content to create

 ↗ [Videos to create](#)

 ↗ [Blogging Ideas](#)

 ↗ [DigitalCast](#)

 ↗ [ABW Podcast](#)

# Books to read

Board View ▾

Properties Group by Stat

To Read 37

... +

Reading 1

... +

Read 13

... +

Partially Read 2

... +

Hi

## This is Marketing

Seth Godin

Business

## Clockwork

Mike Michalowicz

Business

## Atomic Habits

James Clear

Business

## Hug Your Haters

Jay Baer

Business

## Friend of a Friend

David Burkus

Business

## The Road To Sparta

Dean Karnazes

Running

## Never Split the Difference

Chris Voss

Kindle

Business

+ New

## Your Best Year Ever

Michael Hyatt

2019-06-10

Kindle

Business

## Free to Focus

Michael Hyatt

2019-05-20

Kindle

Business

## Building a StoryBrand

Donald Miller

2019-05-15

Kindle

Business

## Stand Out

Dorie Clark

2019-05-02

Kindle

Business

## The Road Back to You: An Enneagram Journey

Ian Morgan Cron

Business

## Captivate

Vanessa Van Edwards

Kindle

Business

+ New





1st - 8:20-9:55 - 208

H Spanish IV Y - Evelyn Algarin-Febres

2nd - 10:01-11:36 - 612

Intro Culinary Art Y - Tracy Merriman

3rd - 11:42-1:48 - 402

H Chemistry IY - Ramon Frias

4th - 1:54-3:30 - 114

AP World History Y - Natasha Beemon

---

**Homeroom** - 228

Renee Westlake

**Curriculum Advisement** - LGI

Natasha Beemon



**Homeroom** - 8:50-9:15 - 7S2

Catherine Rose

1st - 9:20-10:10 - MU1

Int Orch - Dana Tindall

2nd - 10:14-11:04 - Gym

Phys Ed - Randy Watts

3rd - 11:08-11:58 - 7S2

Science 7 - Catherine Rose

4th - 12:02-1:27 - 7B1

Math 7 - Kathy Peters

5th - 1:31-2:21 - 8B1

Reading 7 - Vicki Mullis

6th - 2:25-3:15 - 7A1

Soc Stdy - Janna Atkins

+ Add a View

Name

Baked French

Chili

Coffee for K

+ New



# Baked French Toast

Tags

Breakfast

+ Add a Property

Add a comment...

1/4 c. butter

4 eggs

2/3 c. milk

1/3 c. brown sugar

1 tsp. cinnamon

8 slices bread

Vanilla, optional

Melt butter in 10 x 15 pan in oven. Mix sugar and cinnamon. Sprinkle evenly into pan. Mix eggs and milk. Dip bread, soaking well. Bake at 400 degree oven for 10 to 15 minutes. Let stand 1 minute. Lift

# Auto Text Expander for Chrome



Free

$(t \times t)^r$

1 :akismet

2 :alicell

3 :cell

4 :gmaddress

5 :gmpass

6 :gravity



# Chrome Custom Search Engines



Free



## Edit search engine

Search engine

Google Drive

Keyword

drive

URL with %s in place of query

<https://drive.google.com/drive/u/0/search?q=%s>

Cancel

Save

# Full Focus Planner



\$40/quarter





# Questions?



What wasn't clear to you?





GreenMellen  
BUILDING A BRIGHTER WEB

# Tools and plugins to help you get more done and stay sane



Slides will be available on the  
GreenMellen blog today.

[GreenMellenMedia.com/blog](https://GreenMellenMedia.com/blog)

