



# Four tools to relieve stress during the self-assessment crunch

Inside are our top four tools you can utilize at the final self-assessment stages in January

## Get organised and relieve stress with the tools below

Self-assessment can be a stressful time of year for any business, so it's extremely important not to lose concentration and to let things get on top of you so close to the finishing line. Here are our top four tools you can utilize at the final stages in January to ensure all of your planning and dedication doesn't get lost in the chaos.

### TeuxDeux

If you're a fan of to-do lists, and don't already have this tool then we would recommend you get it! Probably coming in at the most predictable and simple tool to stay organised, it's nonetheless an extremely effective one.

Keeping track of your upcoming tasks will ensure that you one, stay on top of them working through them methodically, and two, don't forget to actually do them. Once you've completed a task, simply cross it off the list, and move on to the next one. Extremely satisfying, we must say. This is one you can take with you into your ordinary working life too – a must have!

### Trello

If you want to win back some of your precious time during the self-assessment rush then Trello is the perfect online project management tool! If you're working on a project with multiple stakeholders in different locations Trello gives you a collaborative workspace. Each user gets a profile and each project gets its own board that key contacts can communicate via.

That way, resources such as project plans, agreements and progress reports are stored in the cloud and accessible by you and your clients, removing the need for unnecessary emails and gifting you extra time to focus on the important tasks at hand.

### Shoeboxed

Think back to the old concept of keeping all important items in an old shoebox. Now take that concept, modernise and digitise it and you get Shoeboxed. This is a really useful tool as it allows you to scan in all receipts, business cards and documents to then be stored in a space until you need to refer back to them.

When it comes to self-assessment it's a much more stress free process, as opposed to frantically rooting out last minute the physical copies of these important documents.

### Google Calendar

You may be thinking this isn't necessarily something you don't already use, and how exactly is it going to help in a way different in the run up to self-assessment? Well the answer, quite simply, is that it's not necessarily offering anything different, it's just a reminder that it is still extremely useful and you should ensure you're utilising it. Self-assessment can be stressful enough in itself, but if you're juggling other client responsibilities at the same time then it can be much worse.