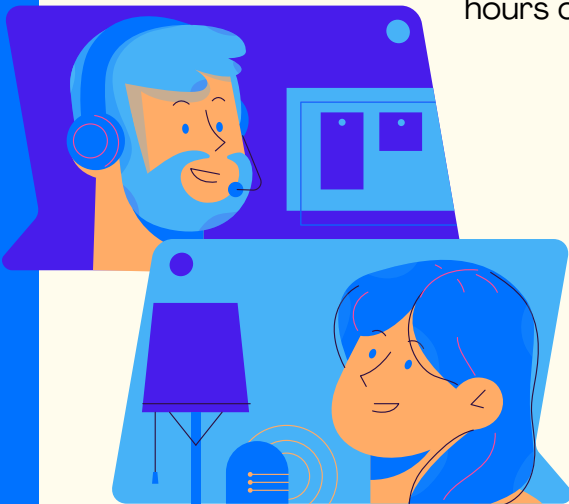


# Save 10 Hours EVERY WEEK With Our Favorite Productivity Zaps

At ChatterBoss, we're experts at saving you time AND money, so you can focus on the things you do best. Our team of U.S.-based executive assistants have mastered the secrets to top productivity for our entrepreneur clients, and in this list we're sharing some of our best tricks with you.

We created these links in Zapier to help our own team up its productivity. They're free to try with your Zapier account, and together they've saved us about 10 hours of admin time every single week.



Read on to cut down on your most time-wasting tasks, and **START** leveling up your productivity!

## 1. Cut Your To-Do List-Writing Time in Half

If you're setting up a new project every time you create a new google event, you're wasting HOURS of your time. This Zap automatically creates a new card for you when you make a new Google Calendar event. That means you only have to set it up once.

This Zap saves you an hour every week!  
[Get the Zap Now!](#)

## 2. Keep all your project files in one place (from the beginning)

Stop searching for your project images, documents, and files in countless email threads. Give them a home from the very beginning and save yourself time AND hassle.

This Zap automatically creates a new Google Drive folder to house all of your project docs whenever you create a new project In Asana.

This Zap saves you 1.2 hours every week!  
[Get the Zap Now!](#)

## 3. Welcome new team members instantly

Adding a team member to your slack channel? STOP writing out all those individual welcome emails. Create a template email with all the instructions and introductions you need, and use this Zap to automatically send that template to your new user.

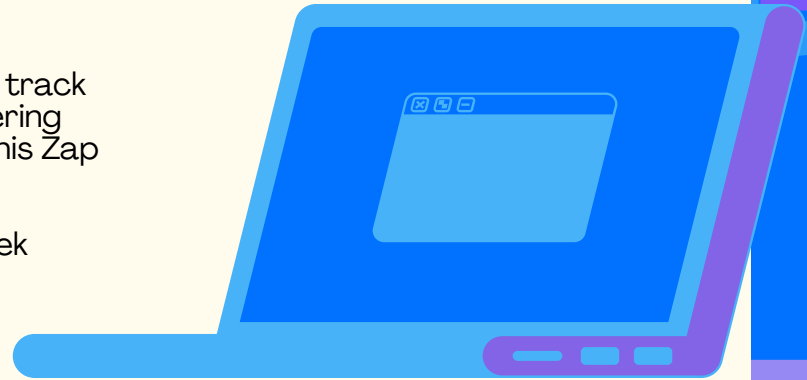
This Zap saves you 1.4 hours every week!  
[Get the Zap Now!](#)

# Save 10 Hours EVERY WEEK With Our Favorite Productivity Zaps

## 4. Stop Re-Typing Your Data

Using Google sheets AND Data Box to track your data? You're losing hours by entering the same numbers in both apps. Use this Zap to cut that typing time in half.

This Zap saves you 1.2 hours every week  
[Get the Zap Now!](#)



## 5. Keep Your Team in the Loop (Without Writing Follow-Up Emails)

Finished your step and need your team to know? STOP doubling your workload with all those follow-up emails. This Zap automatically sends an email when you create a new activity in Trello, so your team never misses a step.

This Zap saves you 1.2 hours every week!  
[Get the Zap Now!](#)

## 6. Keep Your Meeting Recordings Accessible, Automatically

Recording a Zoom meeting for your team? Stop waiting for a link and sending (or forgetting) a follow-up email. This Zap automatically uploads your recordings to a Google Drive folder of your choice, so you don't have to think about it again.

This Zap saves you 1.2 hours every week!  
[Get the Zap Now!](#)



Ready to up your productivity levels EVEN MORE? ChatterBoss clients see an average of 35% business growth when they hire one of our dedicated assistants to take on their administrative tasks for them.

Learn more about hiring a US-based executive assistant, OR schedule a free consultation with our client success team here: [www.chatterboss.com](http://www.chatterboss.com)