

## 5 FREE Tools for Project Management

### [Google Drive \(drive.google.com\)](http://drive.google.com)

Google Drive is a free service that lets you store your files - including documents, photos, videos and Google Docs - online and access them anywhere.

### [Google Docs \(docs.google.com\)](http://docs.google.com)

Google Docs allows you to create documents, spreadsheets, presentations and forms online, which can be accessed via Google Drive. Share and edit documents with others for easy collaboration.

### [Dropbox \(dropbox.com\)](http://dropbox.com)

Dropbox is a cloud-based storage and sharing tool offering 2GB of free space. It can be used via your computer, iPhone or iPad.

### [Trello \(trello.com\)](http://trello.com)

Trello is a collaboration tool that organizes your projects into boards. It tells you what's being worked on, who's working on what, and where something is in a process.

### [Evernote \(evernote.com\)](http://evernote.com)

Evernote allows the user to create 'notes' as text, a webpage or a photograph. Files can also have attachments.