



 SIMPLIFYING STAGE

The Simplifier's Audit

Cut the bloat. Keep what works. Save thousands.

[Notion](#)

[Linear](#)

[Zapier](#)

[Slack](#)

[1Password](#)

What's Inside

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Tool Inventory

Audit every subscription, tool, and service you're paying for

2

Cost Calculator

What you're paying vs. what you actually need

3

Migration Planner

Phased plan to consolidate without breaking things

4

Decision Matrix

Weighted framework: keep, cut, replace, or downgrade

Tool Inventory

List everything. Be ruthless — include every subscription.

Complete Tool Audit

#	TOOL	CATEGORY	MONTHLY \$	ANNUAL \$	USERS	LAST USED	ESSENTIAL?
1		Dev / Design / Mktg / Analytics / Comms / PM / Finance					
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							

Category Summary

CATEGORY	# OF TOOLS	MONTHLY \$	ANNUAL \$	OVERLAP?
Development				
Design				
Communication				
Project Management				
Marketing				
Analytics				
Finance / Billing				
Other				
TOTAL		\$	\$	

LOOK FOR

Tools with **overlapping features** (e.g., Notion + Confluence + Google Docs). Tools nobody logged into in the **last 30 days**. Plans that are **way above** your actual usage.

Cost Calculator

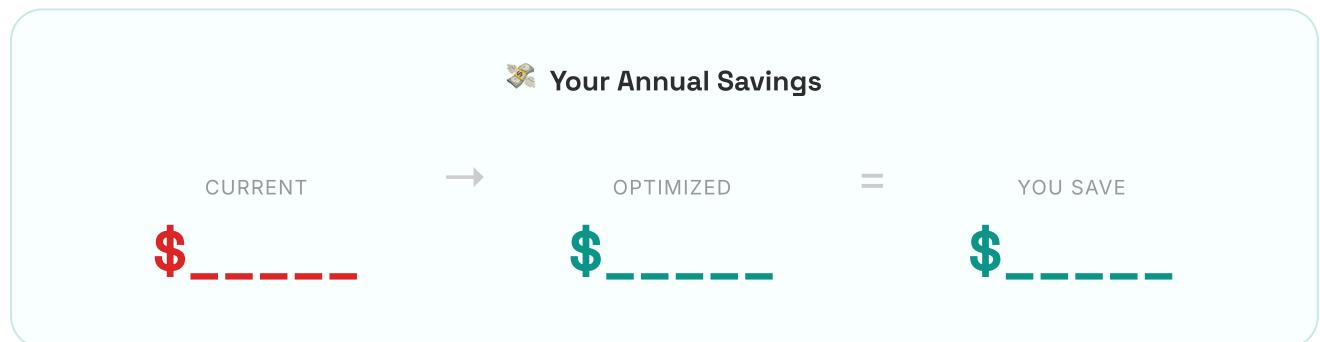
See the real numbers. What you're paying vs. what you need.

Current Spend

CATEGORY	CURRENT TOOL(S)	MONTHLY \$	ANNUAL \$
Hosting / Infra			
Database			
Auth			
Email (transactional)			
Email (marketing)			
Analytics			
Error tracking			
Communication			
Project management			
Design			
AI / Dev tools			
Other			
TOTAL		\$	\$

Optimized Spend

CATEGORY	RECOMMENDED TOOL	MONTHLY \$	ANNUAL \$	SAVINGS
Hosting	Vercel (free → Pro \$20)			
Database + Auth	Supabase (free → Pro \$25)			
Email	Resend (\$0–20/mo)			
Analytics	PostHog (free tier)			
Error tracking	Sentry (free tier)			
Communication	Slack (free tier)			
Project management	Linear (free → \$8/user)			
Passwords	1Password (\$8/user)			
TOTAL		\$	\$	



Migration Planner

Move fast without breaking things. Three phases, four weeks.

Phase 1: Quick Wins — Week 1

Tools to cut immediately: unused, duplicate, or free alternatives exist.

TOOL TO REMOVE	ACTION	REPLACEMENT	RISK	DONE?
	Cancel / Downgrade		Low	<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

Phase 2: Consolidation — Weeks 2–3

Merge overlapping tools into fewer, better ones.

TOOLS TO MERGE	INTO	DATA TO MIGRATE	STEPS	DONE?
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

Phase 3: Optimization — Week 4

Downgrade plans, negotiate contracts, lock in annual billing.

TOOL	ACTION	EXPECTED SAVINGS	DONE?
	Downgrade tier		<input type="checkbox"/>
	Renegotiate		<input type="checkbox"/>
	Switch to annual		<input type="checkbox"/>

Per-Tool Migration Checklist

- Export all data from old tool
- Verify data is complete and accessible
- Import / set up data in new tool
- Test core workflows in new tool
- Update team documentation
- Notify team of the switch
- Set a "sunset date" for old tool (2-week overlap)
- Cancel old tool subscription
- Remove old tool logins from password manager
- Update any integrations / webhooks

Decision Matrix

A framework for every "should I keep this?" decision.

Weighted Scoring

For each tool you're considering changing, score these factors:

FACTOR	WEIGHT	SCORE (1-10)	WEIGHTED SCORE
Cost savings	25%		
Reduced complexity	20%		
Team productivity impact	20%		
Migration difficulty	15%		
Data portability	10%		
Feature coverage of replacement	10%		
TOTAL	100%		/10



Decision Thresholds

- 8–10** Strong candidate. Proceed with migration.
- 6–7** Good candidate. Plan carefully.
- 4–5** Marginal. Only as part of larger simplification.
- 1–3** Keep as-is. Switching costs outweigh benefits.

Tool Decisions

TOOL	DECISION	REASON	MONTHLY SAVINGS	TIMELINE
	Keep / Cut / Replace / Downgrade			

The "Do I Really Need This?" Test

- 1 If this tool disappeared tomorrow, would I notice within a week?

No → Cut it.

- 2 Is another tool I already use doing 80% of this?

Yes → Consolidate.

- 3 Am I on a higher plan than I need?

Yes → Downgrade.

- 4 When did someone last log into this?

30+ days ago → Flag for review.

- 5 Does this tool spark joy? (seriously)

No → Find one that does, or go without.

Recommended Tool Stack

EVERYTHING HUB

Notion

Docs, wikis, databases, notes. Replace 3-4 tools with one.

PROJECT TRACKING

Linear

Fast, keyboard-first. Replaces Jira + Trello + Asana.

AUTOMATION

Zapier

Connect the tools you keep. Automate the repetitive stuff.

COMMUNICATION

Slack

One channel for everything. Kill the email threads.

PASSWORDS

1Password

Team security without the headache. Shared vaults.

Build with fewer tools.

Curated stacks for every stage of building.

fewertools.com