



fewertools



SIMPLIFYING STAGE

# The Simplifier's Audit

Cut the bloat. Keep what works. Save thousands.

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Notion

Linear

Zapier

Slack

1Password

# What's Inside

1

## Tool Inventory

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

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2

## Cost Calculator

What you're paying vs. what you actually need

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3

## Migration Planner

Phased plan to consolidate without breaking things

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4

## Decision Matrix

Weighted framework: keep, cut, replace, or downgrade

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# 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		\$	\$	

 **Your Annual Savings**

CURRENT

→

OPTIMIZED

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YOU SAVE

\$

\_\_\_\_\_

\$

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\$

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# 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](https://fewertools.com)