

To streamline the custom shirt production process while keeping it lean and minimal, here's how you can optimize your existing digital tool stack:

1. **Google Workspace:**

- **Google Forms:** Create intake forms for new projects to gather all necessary details upfront (e.g., design preferences, quantities, sizes, and deadlines).
- **Google Sheets:** Use spreadsheets to track orders, inventory, production stages, and delivery status. Share these with your team for real-time updates.
- **Google Drive:** Store all design files, proofs, and order details in organized folders. Share access with clients for easy feedback and approval.

2. **Slack:**

- **Dedicated Channels:** Set up channels for each client or project to keep communications organized.
- **Integrations:** Use Slack integrations like Google Drive to easily share files and track conversations related to specific orders.
- **Automated Notifications:** Use Slackbot or other automation tools to remind you of key deadlines or updates needed.

3. **WhatsApp:**

- **Quick Client Updates:** Use WhatsApp for quick updates or questions, especially if clients prefer this platform. Create groups for easier communication with client teams if needed.
- **Media Sharing:** Share mockups, proofs, and status updates directly through WhatsApp for instant feedback.

4. **Project Management Tools:**

- While Google Workspace and Slack cover most needs, consider using a lightweight project management tool like Trello or Asana, which can integrate with Google Workspace and Slack for better task tracking and client transparency.

5. **Payment and Invoicing:**

- Use Google Sheets to track invoices or integrate Google Workspace with a service like PayPal, QuickBooks, or Stripe for invoicing and payments to keep financial management smooth and transparent.

6. **Automation:**

- Automate repetitive tasks, such as sending order confirmations or reminders, using tools like Zapier to connect Google Forms with Slack or email notifications.

These steps will help keep the process organized, minimize back-and-forth communication, and provide a smooth experience for both you and your clients.