



Salon Spa Business Solutions

Who needs a management schedule?

You do what you can do, work on guests, take calls in between, help team members who need it, If you get “lucky” a client cancels so you can run to the beauty supply OR meet with a potential new staff member OR put out the fire that is happening... at the end of the day you fall in bed feeling like you got nothing accomplished and have so much left on your plate, THEN you wake in the middle of the night going OMG I forgot to..... SOUND FAMILIAR?

If so YOU need to work on time management, You CAN get it all done but you have to have a schedule and really follow it, like you do when you are providing services.

Here is the 1st step

1. Write a list of EVERYTHING there is for you to do and handle at work
I.E. orders, inventory, FB, Instagram, deposits, recruiting (getting into the school schedule) quick books (financials weekly) pay bills, plan marketing, follow up with guests, train assistants, do clients (if you are a service provider) review staff results (coach them), plan and set up education for staff, vacation, holiday events, These are just samples now you create your list.
2. Make a list of everything there is for you to do and handle at home. I.E School events, Exercise, Dentist appt, Dr Appt, Paint bathroom, clean out junk drawer, laundry, vacation, date night, just a few examples to get you started.....

Write EVERYTHING you can think of that you need to do, should do, want to do

3. Once you have it all break it down in
 1. Start by putting your work schedule in 1st (when are you booked with clients (if you are a SP) once you have your work reoccurring then you can see the open time you have for your BUSINESS. Now start filling in the open time with your work and life to do's
 2. **Reoccurring events** daily, weekly, monthly, quarterly, yearly (all of these need to be put into your calendar and scheduled for the year. If you put them in time and space you are much more likely to actually accomplish them) examples of a few of these are (team meeting is monthly – schedule it in your schedule and the team schedule for the year (now you WILL have the meetings and no one will be booked , *Inventory is weekly or bi-weekly ? Schedule time to do it, paying bills, schedule an hour a week that is time for you to sit down and organize finances and pay bills (done)*
 3. I always add in my life to my schedule as well, working out is 3x's a week 5:30-7:00, if I have it in my schedule I “normally” get it done



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You will feel so much more accomplished when you are scheduling yourself and seeing what you really are accomplishing every day, it will also allow you to see if you need less Service time and more Owner time. Your business will grow when you are doing the things to grow it and the team rather than grow you as a technician...

Calendar - deb@salonspabusinesssolutions.co - Outlook

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Today Next 7 Days Day Work Week Week Month Schedule View Open Calendar E-mail Share Publish Calendar Address Book Refresh

October 2 - 8, 2017 Vista, California Today 70° F / 62° F Tomorrow 70° F / 60° F Wednesday 70° F / 60° F

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2	3	4	5	6
8 AM Off	Management time: Deposits, Interview, inventory	Management time	Bill Pay	
	Meet with Interview #	Quick Books	Working on Clients	
	Working on Clients	Working on Client		
11				
12 PM				
1				
2				
3				