



DANCE STUDIO OWNERS ASSOCIATION

DANCE STUDIO OWNER

QUARTERLY PLANNER

Welcome to your DSOA Exclusive 90 Day Planner

We are so excited to finally bring you our first ever planning system to get you and your studio on the most positive and productive path for the quarter ahead.

Every few months in the DSOA a new conversation pops up around the 'best planners' for dance studio owners. And if you have ever been in a stationery shop, you'll know that there is no shortage of productivity tools out there!

But one thing missing from everything that we have seen, is a planner designed specifically for the unique needs of a dance studio owner.

Our team have researched, tried, tested and discovered the perfect combination of tools that every dance studio owner needs to plan and execute their goals so that you can achieve a year's worth of work every 90 Days. In this exclusive planner you'll find:

- Your Personal Habit Builder
- Project Planning Template

- The DSOA 90 Day Plan
- Your Monthly Overview
- Your Weekly Studio Snapshot
- Your Daily Breakdown

We have also included our BONUS Productivity Booster - this is your 'go-to' system for overcoming overwhelm on those days where you feel stuck. This is such a simple but powerful way to kickstart your day and turn those blockages into action steps.

To your productivity,
Clint & the DSOA Team



Personal Habit Builder

As a studio owner, it's so common to put everything else (your family and friends, your business, your students) first. By creating positive and healthy habits you can stick to, you will not only reap the rewards personally, but also in business. Some positive habits you may include could be: completing your morning routine, exercising daily, stretching, cutting back on caffeine/alcohol, walking your dog, meditating etc.

It's helpful and motivating to be intentional about your habits - First you make your habits, then your habits make you.

Habit / Goal	Why This is Important For Me / My Studio			
		1	2	3
	1	Y N	Y N	Y N
	2	Y N	Y N	Y N
	3	Y N	Y N	Y N
	4	Y N	Y N	Y N
	5	Y N	Y N	Y N
	6	Y N	Y N	Y N
	7	Y N	Y N	Y N
	8	Y N	Y N	Y N
	9	Y N	Y N	Y N
	10	Y N	Y N	Y N
	11	Y N	Y N	Y N
	12	Y N	Y N	Y N
	13	Y N	Y N	Y N
	14	Y N	Y N	Y N
	15	Y N	Y N	Y N
	16	Y N	Y N	Y N
	17	Y N	Y N	Y N
	18	Y N	Y N	Y N
	19	Y N	Y N	Y N
	20	Y N	Y N	Y N
	21	Y N	Y N	Y N
	22	Y N	Y N	Y N
	23	Y N	Y N	Y N
	24	Y N	Y N	Y N
	25	Y N	Y N	Y N
	26	Y N	Y N	Y N
	27	Y N	Y N	Y N
	28	Y N	Y N	Y N
	29	Y N	Y N	Y N
	30	Y N	Y N	Y N
	31	Y N	Y N	Y N
Total		1.	2.	3.

My Studio Project Plan Template

In your studio there are multiple 'projects' underway each and every week. Use this template with your team when planning for recital, exams, costuming, uniform orders, open house, enrollments, marketing campaigns, fundraisers and more for a full and comprehensive overview.

Project: _____ Start Date: _____ End Date: _____

Budget: _____ Actual Cost: _____

Task	Deadline	Start Date	Person Responsible	Cost
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				

Notes: _____

My 90 Day Plan

[CLICK HERE TO WATCH YOUR DSOA
90 DAY PLANNING TRAINING](#)

YOUR ONE PAGE BUSINESS PLAN: _____ TO _____

Your Plan To Succeed!

Goal 1:	Goal 2:	Goal 3:

Marketing

Attraction

Retention

Lifetime Value

1.	1.	1.
2.	2.	2.
3.	3.	3.

People

Office Team

Teaching Team

1.	1.
2.	2.
3.	3.

Programs & Products

Month #1	Month #2	Month #3

Finance

Income & Profit

Expenses

1.	1.
2.	2.
3.	3.

Execution

Taking Action

Systems

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My Monthly Overview

90 Day Goals			Week 1
Monthly Goals			Week 2
Events			Week 3
Day	Time	Event	
			Week 4
New Projects & Opportunities			Week 5
			Notes:

Your Weekly Studio Snapshot

[illegible]

My Daily Breakdown

DAILY CONTENT PLANNER

Email	Facebook Group	Facebook Page	Instagram	Other

My studio focus is: _____ My word for today is: _____

My Day	Priorities
6am	Studio
7am	1.
8am	2.
9am	3.
10am	Personal
11am	1.
12pm	2.
1pm	3.
2pm	Daily Reflections: _____ _____ _____ _____ _____
3pm	
4pm	
5pm	
6pm	
7pm	Notes: _____ _____ _____ _____ _____
8pm	
9pm	
10pm	

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BONUS Productivity Booster

We know all about overwhelm for dance studio owners, and how easy it is to get stuck in 'analysis paralysis'.

This simple sheet is your go-to when you feel too overwhelmed to get started, and is guaranteed to kickstart your productivity and turn that 'blah' day around.

Instructions

1. List your goals for the day. What do you actually have to get done today?
2. Review the action words and write action items that will advance those goals.
3. Do the first action, and only that action, until it's complete. Then do the next one. Rinse and repeat.
4. When you're done with those three actions, reward yourself.
5. Do another work burst, and once you're feeling energized and motivated you can move on to complete the priorities in your normal daily planner.

Action Words

Call	Email	Share
Buy	Fill out	Find
Purge	Look into	Gather
Print	Take	Organize
Draft	Upload	Send
Ask	Thank	Process
Delegate	Review	Follow up

Goals	Actions
Break time! Go do something fun.	

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