How to Streamline - General Concepts

Automate
- Any repetitive tasks
- Utilize software - financial, studio management

Use AI - e.g.
- Help compose emails
- Social media calendar
- Marketing strategies

Time Efficiency
- Time blocking
  - Teaching
  - Training
  - Admin
- Pomodoro technique

Outsource
- Hire a virtual assistant
- Hire a local person
- Barter with studio family

Payment & Financial System

Automate

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Use AI

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Time Efficiency

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Outsource

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Communication Protocols

Automate

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Use AI

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Time Efficiency

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Outsource

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Scheduling

Automate

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Use AI

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Time Efficiency

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Outsource

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Tips

Craft your Studio Policies

- List your requirements for yourself first

- Include all requirements in your Policies

Communicate Important Policies at FIS

- Avoid unmet expectations!

- Anything that *might* become an issue down the road - e.g.
    - How and when you collect payment
    - Parent/Coach must be actively involved in lessons and accountable for practice
    - Practice requirements
    - Etc.

- See my "Enrollment Packet" as an example

Do Your Research

- Look into programs that help you automate

- Utilize AI to help with these ideas

- Just try stuff!
    - Sometimes you don't know until you dive in and do it
    - If it doesn't work, try something else
        - Not a failure; just information
        - Use that info to better inform you