

12 Easy Ways to Optimize Your Scheduling Process

If you're... contacting providers individually



Beginner: Create email/text templates to speed up the process

Advanced: Choose a scheduling software with automated alerts for new bookings, appointment updates, or schedule changes.

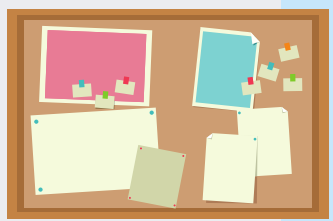
If you're... overwhelmed by time-off requests

Beginner: Use Google Forms to collect requests and keep track of submissions.

Advanced: Let staff handle it themselves with scheduling software that has built-in time-off features.



If you're... matching providers & clients by hand



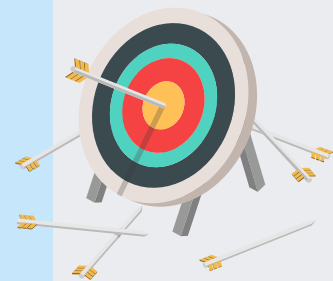
Beginner: Create custom Google Maps or spreadsheets to filter through providers.

Advanced: Let clients choose their provider with MarketBox's Provider SmartConnect that filters options based on location, services & availability.

If you're... dealing with frequent no shows

Beginner: Send out appointment reminders leading up to the booking.

Advanced: Use online booking software to automate appointment reminders & send them out on a set schedule automatically.



If you're... sorting through paper timesheets



Beginner: Introduce a digital time-tracking system. MarketBox has this built-in, so you don't need to run multiple software.

Advanced: See above (it really is that easy!).

If you're... taking bookings via phone or email

Beginner: Implement online booking options on your website.

Advanced: Power your business with MarketBox and handle online booking, payments, provider scheduling & more from one software.

