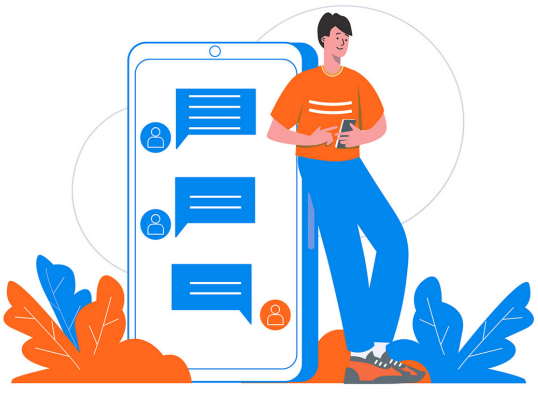


# 5 Ways to Improve Your Scheduling Process



**Communicate** schedules early and often to avoid confusion over working hours and countless emails asking for updates.

- Publish schedules with as much notice as possible
- Make them easily accessible via employees' preferred channels

## Empower Employees

to control their own schedules. Letting staff set their hours means:

- More autonomy
- Improve work/life balance
- Less juggling PTO & shift-swapping requests
- Fewer last-minute changes or unexpected absences

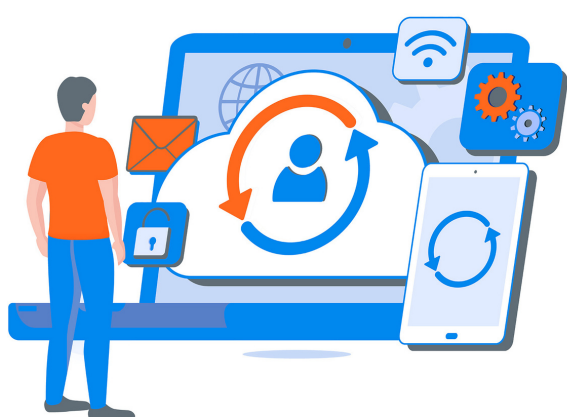


**Define Parameters** in your booking process for easier scheduling. Things to implement include

- Minimum booking notice
- Standard travel time
- Cancellation periods
- Appointment lengths

**Set Expectations** with your staff around overtime, last-minute shifts, and flexible hours if they're common in your business.

- Build a reliable workforce
- Reduce employee turnover
- Increase booking acceptance rate
- Always know who to call on



**Automate Scheduling** with software that syncs with your online booking and automatically updates schedules as requests come in.

- Give customers instant responses
- Eliminate double bookings & scheduling errors
- Banish time-intensive manual processes

Ready to level up your scheduling?  
Visit [gomarketbox.com](https://gomarketbox.com) to learn more