



Bonys! Studio Team & Task Audit

FOR DANCE
STUDIO CEOs

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STUDIO TEAM & TASK AUDIT

If your team is not focused on the right tasks to drive revenue for your studio, then it's killing your return on payroll investment. Conquer the most critical element to stepping fully into your Studio CEO role and leading a team that takes things OFF your shoulders, rather than adding more on you, by first discovering which tasks are making your studio money and where you need your team to take ownership.



Delegate the next page of this guide to your team to have them audit their efforts over a 5-day period!

THE GOAL OF THIS EXERCISE IS FOR YOU TO DISCOVER WHICH CATEGORIES A MAJORITY OF YOUR TEAM'S TIME FALLS INTO. RECOMMENDED CATEGORIES ARE TEACHING, ENROLLMENT, CUSTOMER SERVICE, EMAILS, MEETINGS, "LUNCH," OR "ME TIME."

(If you'd like your team to track under different categories, adjust Step 2 on the next page.)





Team

STUDIO TASK AUDIT

LET'S DISCOVER WHICH STUDIO TASKS DEMAND
THE MOST TIME AND EFFORT!

STEP 1: Set a timer

Grab a timer... you can use a smartphone or a browser extension.



STEP 2: Plan your categories

Create project categories around the activities that (you think) make up your workday. Some examples could include teaching, enrollment, customer service, Emails, Meetings, "Lunch," or "Me time".

STEP 3: Set your time and track

Set your time tracker or alarm to ring at 15-minute, 30-minute, or 60-minute intervals (whichever suits your workday the best).

Each time the alarm sounds, pause to log what you're working on. Then re-set your alarm for the same interval and jump back into work.



TIP! Tracking your time should take less than 20 seconds!

This should be fast and easy, don't want to overthink it! Each time you're reminded to track, take note of what you're doing and what category it fits in, and then jump right back into it.

Be honest with yourself — the goal is to gather real insight into where your time is going, no matter the result! This helps the studio know where resources are needed!



REPEAT

Repeat this for 5 days. Things will always come up in a single day that might skew your results. Tracking for 5 days will create a clearer picture of the time dedicated to each task and category throughout the week!



___:___ __m	Task(s): Category:	Task(s): Category:	Task(s): Category:	Task(s): Category:	Task(s): Category:
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— *Leader* —

STUDIO CEO ASSESSMENT

AFTER YOUR TEAM TRACKS THEIR TIME FOR 5 DAYS, MEET WITH EACH TEAM MEMBER AND ANALYZE THE TIME AUDIT.

ASK YOURSELF THESE QUESTIONS:

1. Is this time audit a realistic depiction of how this employee spends their time most weeks?
2. Is your team member spending time on high or low priority tasks?
3. What is most of their time allocated to? Are these allocations part of their job description? Is it what they're good at?
4. Could someone else do that same task in less time? Would re-allocating tasks help the team be more productive?
5. How could this team member re-organize their week to be more productive?

This task audit is just one step of a comprehensive plan to ensure your studio team is providing a return on your investment. For in-depth guidance on studio hiring, onboarding, delegation, management, and systems for growth, check out the DSOA's comprehensive business coaching program for dance studio owners, the Inner Circle.

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