

THE 5-STAR FIX WORKSHEET

FIND THE FRICTION · MAP THE FIX · CLEAR THE PATH

Every successful studio owner shares one trait: they find the hidden roadblocks and clear them.

Struggling studios rarely have a talent problem or an effort problem. They have a friction problem — small points of drag that nobody ever stops to remove.

This worksheet finds yours. Twenty statements across the four zones where a studio's stress actually lives. Score each one honestly — nobody sees this but you.

How to score: circle 1 if the statement is never true at your studio, 5 if it's always true. Add each zone's five numbers for a total out of 25. Your lowest zone is where you start.

THE FOUR ZONES

FIX ZONE 01

YOUR STAFF

A cohesive, reliable team.

FIX ZONE 02

YOUR PARENTS

Upgraded communication, managed expectations.

FIX ZONE 03

YOUR STUDENTS

A positive, growth-oriented culture.

FIX ZONE 04

YOUR OPERATIONS

The daily backend that drains your energy.

THE THREE-STEP PLAY

1

FIND THE ROOT

Don't treat the symptom. Ask why twice. A late class isn't a scheduling problem — it's a who-owns-the-open problem.

2

MAP THE FIX

Choose the straightforward, proven fix over the fanciest one. The best fix is the one you'll still be doing in March.

3

CLEAR THE PATH

Put it in place so the problem doesn't come back next month. A fix that lasted a week wasn't a fix.

FIX ZONE 01 YOUR STAFF

A COHESIVE, RELIABLE TEAM

- Every teacher knows exactly what is expected of them, in writing. (1) (2) (3) (4) (5)
- When a teacher calls out, there is a sub plan that does not involve me scrambling. (1) (2) (3) (4) (5)
- New hires get trained the same way every time, not ad hoc. (1) (2) (3) (4) (5)
- My core teaching team has been with me more than two years. (1) (2) (3) (4) (5)
- My teachers can handle a difficult parent without pulling me in. (1) (2) (3) (4) (5)

ZONE TOTAL OUT OF 25**FIX ZONE 02 YOUR PARENTS**

UPGRADED COMMUNICATION, MANAGED EXPECTATIONS

- Parents get information once, in one place, and don't have to ask twice. (1) (2) (3) (4) (5)
- I rarely field the same question from five different families. (1) (2) (3) (4) (5)
- Season expectations — costs, dates, commitments — are in writing before they enroll. (1) (2) (3) (4) (5)
- My communication goes out on a predictable schedule, not reactively. (1) (2) (3) (4) (5)
- I can go a full week without a parent conflict landing on my desk. (1) (2) (3) (4) (5)

ZONE TOTAL OUT OF 25**FIX ZONE 03 YOUR STUDENTS**

A POSITIVE, GROWTH-ORIENTED CULTURE

- Students know what they're working toward this season, not just this week. (1) (2) (3) (4) (5)
- My fall-to-spring retention is where I want it. (1) (2) (3) (4) (5)
- Kids who aren't naturally gifted still feel like they belong here. (1) (2) (3) (4) (5)
- I can explain why each student is in the level they're in. (1) (2) (3) (4) (5)
- Students get real feedback on progress more than once a year. (1) (2) (3) (4) (5)

ZONE TOTAL OUT OF 25**FIX ZONE 04 YOUR OPERATIONS**

THE DAILY BACKEND THAT DRAINS YOUR ENERGY

- Classes start on time without me being there. (1) (2) (3) (4) (5)
- I know this week's enrollment numbers without opening three things. (1) (2) (3) (4) (5)
- Registration, payments and costume ordering don't require me personally. (1) (2) (3) (4) (5)
- The recurring jobs — opening, closing, ordering — are written down. (1) (2) (3) (4) (5)
- I could take two weeks off and the studio would run. (1) (2) (3) (4) (5)

ZONE TOTAL OUT OF 25

YOUR FOUR TOTALS

Carry each zone total across. Rank them worst to best — lowest number is rank 1.

ZONE	TOTAL / 25	RANK
YOUR STAFF		
YOUR PARENTS		
YOUR STUDENTS		
YOUR OPERATIONS		

START HERE

MY WEAKEST ZONE IS...

This is the one costing you the most. Not the one that feels loudest — the one that scored lowest. Write it in, then turn the page and work only that zone's three fixes.

A word on honesty: the zone you least want to write in that box is usually the right answer. Owners protect the zone they built themselves. Score it, don't defend it.

WHAT I NOTICED WHILE SCORING

FIX ZONE 01 YOUR STAFF

☐ **Fix 1 · Write the one-page role sheet**

Not a handbook. One page per role: what they own, what they don't, who they go to, what "on time" means.

WHO OWNS IT _____ BY WHEN _____

☐ **Fix 2 · Build the sub plan before you need it**

A standing list of who covers what, class notes already on file. The scramble isn't a staffing problem, it's paperwork you never did.

WHO OWNS IT _____ BY WHEN _____

☐ **Fix 3 · Run the same onboarding every time**

Same walkthrough, same expectations, same shadow class. Consistency at hire is what makes teachers stay past year two.

WHO OWNS IT _____ BY WHEN _____

FIX ZONE 02 YOUR PARENTS

☐ **Fix 1 · Publish the season on one page**

Every date, every cost, every commitment, before anyone signs up. The questions you answer all year are the ones this page would have answered in August.

WHO OWNS IT _____ BY WHEN _____

☐ **Fix 2 · Pick one channel and defend it**

Decide where official information lives and say so out loud, repeatedly. Studios bleed hours because the answer lives in four places.

WHO OWNS IT _____ BY WHEN _____

☐ **Fix 3 · Send on a schedule, not on impulse**

Same day, same time, every week. Predictable communication trains parents to wait for it instead of asking you.

WHO OWNS IT _____ BY WHEN _____

FIX ZONE 03 YOUR STUDENTS

☐ **Fix 1 · Give every class three visible season goals**

Posted, named, checked off. Progress a student can't see is progress a parent won't pay for.

WHO OWNS IT _____ BY WHEN _____

☐ **Fix 2 · Make the level criteria public**

Written skills per level, shared with families. Ends the placement argument before it starts.

WHO OWNS IT _____ BY WHEN _____

☐ **Fix 3 · Add one mid-year progress moment**

A short written note home in January. The best-retaining studios aren't the ones with the best dancers — they're the ones where families can see growth.

WHO OWNS IT _____ BY WHEN _____

FIX ZONE 04 YOUR OPERATIONS

☐ **Fix 1 · Name an owner for every recurring job**

Not a process — a person. Anything owned by “whoever gets there” is owned by you.

WHO OWNS IT _____ BY WHEN _____

☐ **Fix 2 · Write the five things you explain most**

You already say them out loud every week. Written once, they stop being your job.

WHO OWNS IT _____ BY WHEN _____

☐ **Fix 3 · Get one number in front of you weekly**

Enrollment, one screen, same day each week. You can't clear friction you can't see.

WHO OWNS IT _____ BY WHEN _____

MY ONE FIX

One fix, finished, beats four fixes started. Pick the single fix you will complete first and put it on the calendar before you leave this page.

THE FIX I'M STARTING

WHAT "DONE" LOOKS LIKE

WHO OWNS IT

DONE BY

WHAT IT FREES UP WHEN IT'S FINISHED

CHECK BACK IN 30 DAYS

Come back to this page a month from now. A fix that only lasted a week wasn't a fix.

DID IT STICK? WHAT GOT IN THE WAY?

NEXT FIX

WHERE THE REST OF THIS LIVES

The templates behind all twelve fixes — role sheets, season pages, level criteria, opening and closing checklists — are inside a Dance Teacher Web membership. The business systems that make them run are in Studio 360.

danceteacherweb.com · dtwstudio360.com