



ELEVATE: The 6-Month Sanity Roadmap (Your Step-by-Step System Builder)

Instructions: Print this page. Grab a pen. Open the calendar app on your phone right now and set a recurring alarm for the 1st of every month titled "ELEVATE System Check." Do not try to do this all at once. One month, one system. Let's get your life back.

Month 1: The Communication Boundary

Goal: Stop answering the same 5 [questions](#) every day.

- **Action:** Go into the [\[DTW OPERATIONS Suite\]](#) and download the email templates.
- **Action:** Set up an "Auto-Responder" on your studio email that says: *"Thank you for reaching out! Our office hours are [Time] to [Time]. If you are looking for recital dates, dress codes, or tuition rates, please check our Parent Portal here: [Link]. Otherwise, our front desk team will reply within 24 hours."*
- **Target Completion Date:** // ___

Month 2: The Front Desk Handoff

Goal: You should not be processing tuition or handing out band-aids.

- **Action:** Identify one staff member who can become your Lead Admin.
- **Name of Lead Admin:** _____
- **Action:** Print the "Front Desk Daily Checklist" from the [\[OPERATIONS Suite.\]](#)
- **Action:** Train your admin on this checklist. For the next two weeks, you are not allowed to touch the front desk computer.



Month 3: The Boundary Enforcer (Studio Policies)

Goal: Eliminate parent arguments and "exceptions."

- **Action:** Review your current studio handbook. Does it clearly state your late-fee policy, absence policy, and dress code?
- **Action:** If not, use the templates in the [\[OPERATIONS Suite\]](#) to rewrite it.
- **Action:** Send an email to all current parents requiring a digital signature acknowledging the updated policies. *Systems only work if you enforce them.*
- **Target Completion Date:** //__

Month 4: Auto-Billing Only

Goal: Never chase a tuition check again.

- **Action:** If you still accept cash or paper checks for monthly tuition, pick a date to stop.
- **My "No More Checks" Date is:** //__
- **Action:** Move 100% of your families to mandatory auto-draft via credit card or ACH.

Month 5: The "Plug & Play" Faculty Onboarding

Goal: Stop training new teachers from scratch every single time.

- **Action:** Download the "Teacher Onboarding Manual" from the [\[OPERATIONS Suite.\]](#)
- **Action:** Customize it with your studio's specific rules (dress code, music appropriateness, end-of-class dismissal procedures).
- **Action:** Save this as a PDF. The next time you hire a teacher, email this to them before their first day



Month 6: The Weekly "CEO Day"

Goal: Work ON your business, not IN it.

- [] **Action:** Open your schedule and block out one 4-hour window every single week where you are NOT teaching, NOT at the front desk, and NOT running errands.
- **My Weekly CEO Time is:** Every [Day of Week] from [Time] to [Time].
- [] **Action:** During this time, you will look at financial reports, plan marketing, and strategize growth. You are officially the CEO.

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