


ORGANIZATIONAL HACKS FOR STUDIO OWNERS



**BY LEAH DRAKE
VIBRANT VALLEY MUSIC STUDIO**

A dirt road winds through a vineyard at sunset. The sky is a mix of orange, pink, and grey, with soft clouds. The vineyard rows are supported by wooden posts and wire, receding into the distance. The overall mood is peaceful and contemplative.

You multiply your time by
spending time on things today that
will give you more time tomorrow.

Rory Vaden

**Year
to
Year**

**Month to
Month**

Week to Week

Day to Day

**Minimize time
spent on admin**

**Maximize time
spent with your
students**

DAY TO DAY | DESKTOP

✓ KEYBOARD SHORTCUTS

Mac = Command

Windows Shortcut	Effect
CTRL + K	Link
CTRL + F	Find
CTRL + Shift + T	Open closed tab
Windows Logo + D	Show desktop
Windows Logo + V	Paste from clipboard
Windows Logo + Shift + S	Screen clip

✓ AUTOMATICALLY OPEN BROWSER TABS

✓ TEXT FROM LAPTOP: LINK TO WINDOWS APP

✓ EMAIL

- Label
- Filter
- Snooze
- Schedule
- Templates



DAY TO DAY | PRACTICE SPACE

✓ STUDENT APP

- View current assignments
- Access audio & video resources
- Chat with me or their classmates
- Share practice videos

✓ TEACHER APP

- Prepare assignments
- Monitor student progress throughout the week
- Communicate with students and families
- Offer custom awards



DAY TO DAY | MY MUSIC STAFF

✓ STUDENT PORTAL

- Upcoming schedule
- Automated reminders
- Update attendance
- Book private lessons
- Billing settings

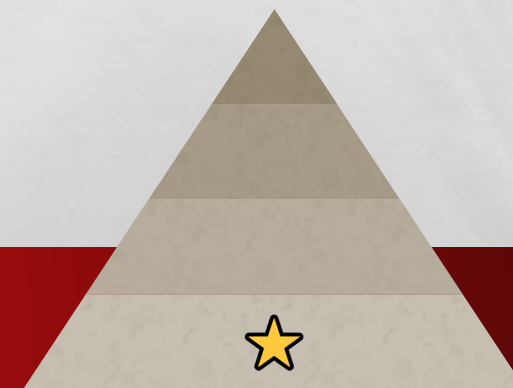
✓ LESSON NOTES

- Templates
- Add attachments
- Start/finish repertoire
- Email to parents and students

✓ SIGN-UP FORM

- Intake new students
- Creates a database of student information

✓ EMAIL BY CLASS, BY DAY, OR GROUP



DAY TO DAY | LESSON PLANNING

✓ **GOOGLE DOCS**

- Copy/paste from last week
- Adjust timing
- Add new material
- Print worksheets/music

✓ **DIGITAL PIANO SETTINGS**

- Laminated voice list
- Preload audio files with Yamaha Clavinova registration banks

✓ **FORSORE**

- Sheet music storage
- Laptop – Dropbox – iPad
- Set lists
- Multiple tabs
- Project to TV

✓ **YOUTUBE VIDEOS**

- In-class activities
- Video lessons for absent students



WEEK TO WEEK | LESSON PLANNING

✓ PRACTICE SPACE

- Lesson note templates for each activity
- Pre-load audio/video resources
- Tags for sources/functions

✓ MY MUSIC STAFF

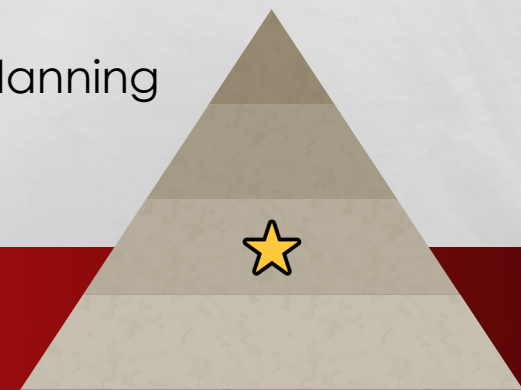
- Repertoire notes/lesson plans
- Lesson note templates for general announcements
- Calendar irregularities

✓ PDFS

- Scanned studio copies and teacher guides
- Combine multiple files + bookmarks
- Pin files to task bar

✓ GOOGLE DRIVE

- Docs for each day
- Forms/sheets for event planning



WEEK TO WEEK | YOUTUBE VIDEOS

✓ ANNOUNCEMENTS

- Increase consistency
- Save class time
 - Practice challenges
 - Event preparation
 - Raffle winners

✓ TUTORIALS

- Enable families to maximize studio resources
 - My Music Staff
 - Practice Space
 - SproutBeat

✓ VIDEO LESSONS

- Asynchronous learning
 - Teacher's planned absences
 - Student absences – no makeups!

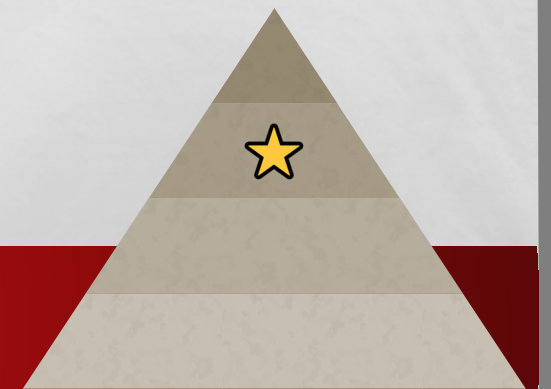


MONTH TO MONTH

My Music Staff Student Category	Function
Lead	Manually create student files from free info sessions
Trial	<ol style="list-style-type: none">1. Incoming family completes the MMS sign-up form<ol style="list-style-type: none">a. Updated from Lead2. Actively enrolled in trial classes or move to Waiting
Waiting	Completed registration but have not started classes
Active	Actively enrolled in classes
Inactive	Not enrolled and/or no longer interested Gone for summer, but planning to re-enroll: <ol style="list-style-type: none">1. Assign to a Group (e.g. "Resuming in Fall)2. Sort by All + Group

✓ **RETENTION REPORT**

- New student conversions
- Assess student withdrawals
- Compare to other months/years



MONTH TO MONTH

✓ MY MUSIC STAFF

- Automated billing
- Expenses and mileage tracking

✓ PRACTICE SPACE

- “Studio” group with all active students
- Announcements
- Challenges
- Upcoming Events

✓ EMAIL TEMPLATES

▪ Lead/Waiting

- New Class Forming

▪ Trial

- Congrats! You're a piano parent!
- Using studio resources
- Trial Complete: Next Steps

▪ Active

- Highlight from class
- Studio closed reminder
- Concert logistics
- Request reviews

✓ CALENDAR NOTIFICATIONS

- Follow up with trial students
- Check yearly planner



YEAR TO YEAR

✓ STUDIO CALENDAR DOCUMENT

- Studio availability/tuition calculations
- Holiday activities
- Long-term concert prep (RSVP, repertoire, t-shirts, awards)
- Camps
- Recording video lessons
- Practice challenges

✓ GOOGLE FORM + SHEET FOR REGISTRATION AND SCHEDULING

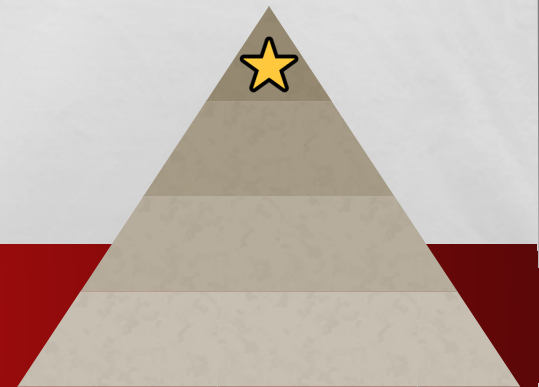
- Update contact info/preferences
- Agree to updated policies
- Scheduling preferences
- Spreadsheet for responses
- Notification/email filter when a new response is submitted
- Conditional formatting
- Sort by student


✓ MICROSOFT ONENOTE

- Digital binder
- Catch-all for notes and ideas
- Archive and reflection

✓ MY MUSIC STAFF REPORTS

- Revenue & Expenses
- Mileage





**The most precious
resource we have is time.**

Steve Jobs