Get 20–40 hours back this week.

Opening and running a studio is brutal when you are the one chasing every lead, vendor, and save. Automations can draft the follow-ups. A person still approves what goes out. Use this list to see where the hours go — and what to hand off.

LEADS AND TOURS

- ☐ Every new lead gets a same-day reply — not a note to "get back to them tomorrow."
- ☐ Demo and tour times are confirmed, not left hanging in a thread.
- ☐ No-shows get a follow-up the same day, not a dropped conversation.

MEMBERS

- ☐ A save attempt goes out when someone is about to cancel — before they walk.
- ☐ Win-backs go out to members who already left, on a regular cadence.
- ☐ Membership questions don't sit overnight in a shared inbox.

VENDORS, HIRING, AND OPENINGS

- ☐ Vendor and general-contractor follow-ups are drafted for you, then you approve before anything is sent.
- ☐ Hiring follow-ups stay moving so candidates are not waiting on a reply.
- ☐ If you have several openings, you can see a weekly status for each one without chasing it yourself.

THE MORNING NUMBERS

- ☐ In one place, you can see new leads, replies, booked demos, saves, and what is waiting on your approval.
- ☐ You are not rebuilding that picture from texts, email, and a spreadsheet every morning.

Two paths, same rule. A new studio launch runs 90–120 days before you open: build-out, vendors, presale, and hiring. A takeover is a 90-day reset for a studio you already run or just took over: outreach, win-backs, saves, cleanup, and staff support. In both cases, automations draft the work and a person approves what matters. After opening day — or after day 90 — it moves to lower monthly care.