

Organizational Hacks for Studio Owners

Presented by Leah Drake at MTNA 2024

Vibrant Valley Music Studio

www.vibrantvalleymusicstudio.com

leahdrake@vibrantvalleymusicstudio.com

“You multiply your time by spending time on things today that will give you more time tomorrow.” ~ Rory Vaden

↓ Minimize the time you spend on admin

↑ Maximize the time you spend teaching

Day to Day | Desktop

- ✓ Keyboard shortcuts

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 (Chrome settings)
- ✓ Text from laptop: Link to Windows app
- ✓ Email
 - Label
 - Filter
 - Snooze
 - Schedule
 - Templates

Day to Day | My Music Staff

- ✓ Student Portal
 - Recent lesson notes
 - Upcoming schedule
 - Automated reminders
 - Update attendance
 - Book private lessons
 - Practice Log
 - Billing settings
- ✓ Lesson Notes
 - Copy from previous week
 - Templates
 - Add attachments
 - Start/finish repertoire
 - Email to parents and students

- Link to SproutBeat
- ✓ Registration 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
- ✓ forScore
 - 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

- ✓ Google Drive
 - Docs for each day
 - Sheets for event planning
- ✓ MMS
 - Repertoire notes/lesson plans
 - Lesson note templates for general announcements
 - Calendar irregularities

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

- ✓ Google forms/sheets 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
 - Catch-all for notes
 - Archive of previous years

Week to Week | YouTube Videos

- ✓ Announcements: increase consistency, save class time
 - Practice challenges
 - Preparing for an event
 - Raffle winners
- ✓ Tutorials: enable families to maximize studio resources
 - MMS
 - SproutBeat
- ✓ Video Lessons: Asynchronous Learning
 - My planned absences
 - Student is absent – no makeups!

"The most precious resource we have is time" ~ Steve Jobs

Resources:

- <https://www.mymusicstaff.com/>
- Link to Windows app:
<https://play.google.com/store/apps/details?id=com.microsoft.appmanager&pli=1>
- <https://forscore.co/>
- <https://sproutbeat.com/>
- <https://www.onenote.com>

Month to Month

- ✓ Email templates (MMS & Gmail)
 - Waitlisted students
 - New students
 - Congrats! You're a Piano Parent!
 - How to use studio resources
 - Trial Complete
 - Current students
 - Highlight from class
 - Studio closed reminder
 - Concert logistics
 - Request reviews
- ✓ Calendar notifications
 - New student trial complete
 - Check yearly calendar to-do's
- ✓ MMS
 - Automated billing
 - Expenses and mileage tracking
 - Reports
 - News & Blog posts

Email me if you'd like a sample copy of one of the resources I've created:
leahdrake@vibrantvalleymusicstudio.com

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