

How to Tackle More in Less Time

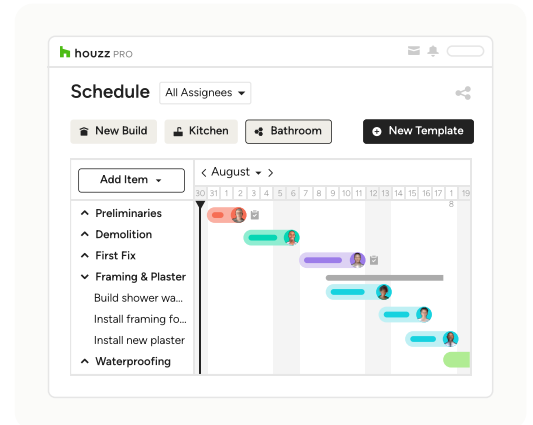
Managing multiple projects, communicating with clients, tracking finances... these pro tips will help you breeze through your to-do list.

TIP 1 Communication is Key

Organised communication can save a ton of time (and frustration!). Here's how to set realistic expectations early.

✦ The Houzz Pro tool to use

The Project Schedule – Provide a visual overview of tasks and deadlines so you, your team and your client always know what's due and when.



PROJECT SCHEDULE

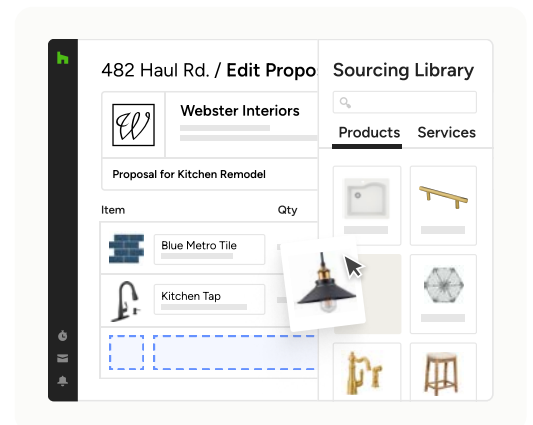
TIP 2 Automate Everything

Lean on technology to automate manual or recurring tasks so you free yourself up for the work only you can do.

✦ The Houzz Pro tools to use

Estimate & Proposal templates – Give yourself a jump-start creating templates so creation takes minutes, not hours.

Takeoffs & Product Clipper – Measure and clip in minutes to speed things up even more.



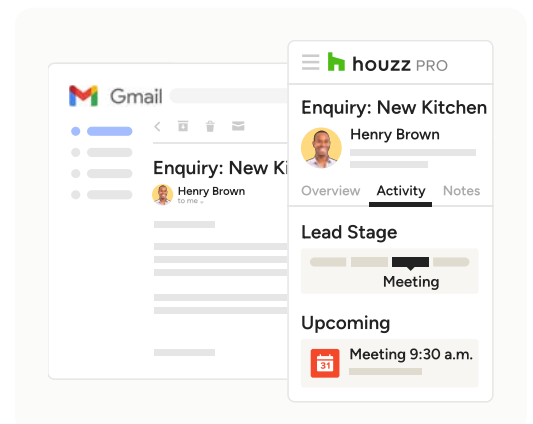
PROPOSAL TEMPLATES

TIP 3 Integrate Your Tech

Tools that talk to each other save time, eliminate double work and reduce errors. That's 3 benefits in one!

✦ Tools to integrate

Zoom and Gmail are fan-favourites. Plus sync your calendar so appointments and deadlines are all in one place. Even more, invite clients and prospects to book a meeting directly on your calendar.



GMAIL EXTENSION

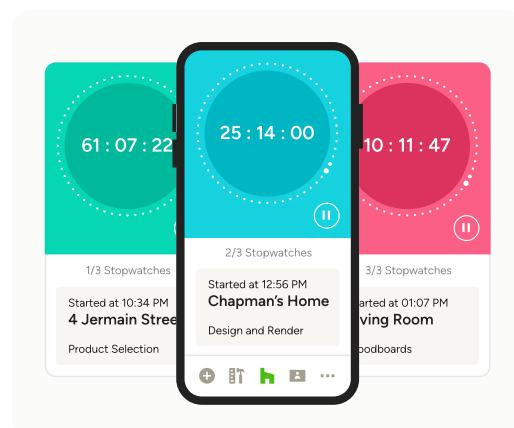
TIP 4

Track Your Time

Monitor how long your to-do's take, so you can spot what's eating up the most time.

✦ The Houzz Pro tool to use

The Time Clock Tool – Use the Houzz Pro app to automatically log time so you never miss a billable minute.



TIME CLOCK TOOL

TIP 5

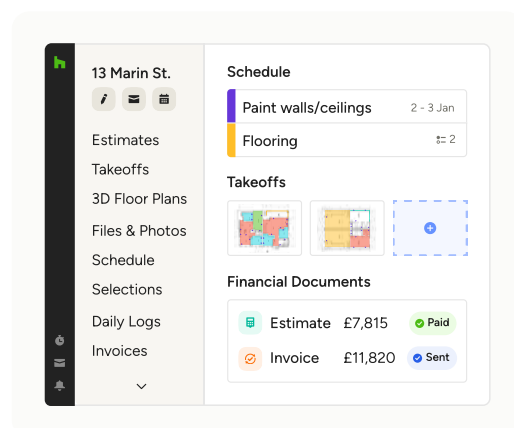
Centralise Your Business Functions

No more switching back-and-forth between PDFs, emails, spreadsheets and 12+ open browser windows.

✦ The Houzz Pro tool to use

The Houzz Pro Dashboard is command central for everything you need to run your business:

- Lead Generation → Project Management Tools
- Estimates and Proposals → Financial Reports
- Invoices → More!



HOUZZ PRO DASHBOARD

TIP 6

Sit Back & Relax!

With these time-saving tips you can spend more time on the things you love, and less on the things you don't.

