The Houzz Pro Schedule Cheat Sheet: Building Your Project Timeline

From initial prep to final walkthrough, the Houzz Pro schedule tool helps you oversee every milestone and moving part of your project, so you can better plan for what's ahead.

TIP 1

One Project, Three Levels.

Thanks to our three-tier system, organising your project is easy: just start your big-picture phases then scale down to the smallest task. This structure will ensure everything gets done by the right person, at the right time, and in the right order.

Phases

Break down your project into phases to create a chronological framework for allocating costs, scheduling workers, and monitoring progress so you hit every milestone.

Items

Next, add items under each phase so you know when each activity is happening and how long it will take. You can even set up dependencies so schedule changes and delays will automatically affect the dates of related items.

Tasks

Assign tasks for specific activities (order a product, schedule a meeting, issue an invoice, etc.), so team members are notified when something needs doing.

TIP 2

Avoid Costly Delays

Spot scheduling conflicts before they happen so you can adjust dates or reassign tasks. Whenever you make a change, team members are automatically alerted so you don't have to send a single email.

TIP 3

Make Changes on the Fly

With the Houzz Pro mobile app, you can monitor your project and make updates from the field. Instead of setting a reminder to move that client walkthrough date when you're back in the office, you can do it right from your phone.

TIP 4

Give Yourself a Jumpstart

Want to save your schedule as a custom template for future projects? Go ahead, create "Kitchen Renovation," "Garden Makeover," or whatever you want so all you need to do is make a few edits, adjust your dates, and hit the ground running.

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