

# How to Tackle More in Less Time

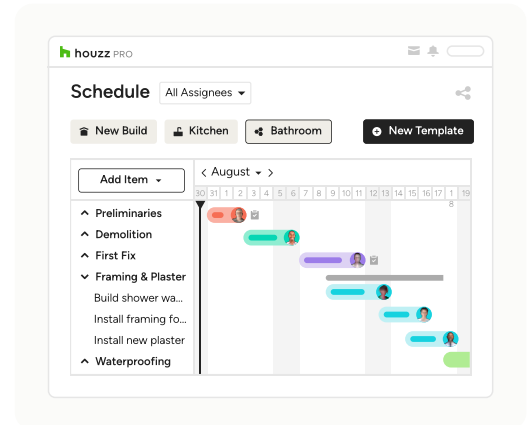
Managing multiple projects, communicating with clients, tracking finances... these pro tips will help you breeze through your to-do list.

## 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

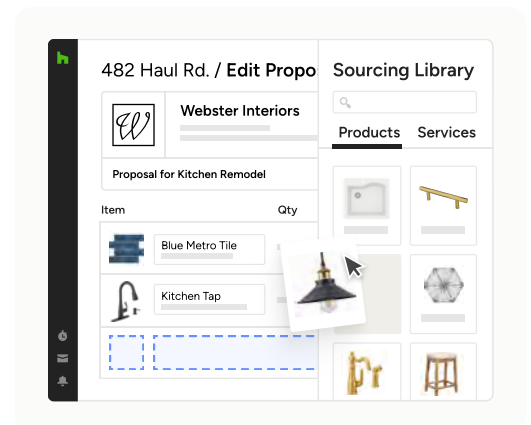
## TIP 2 Automate Everything

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.



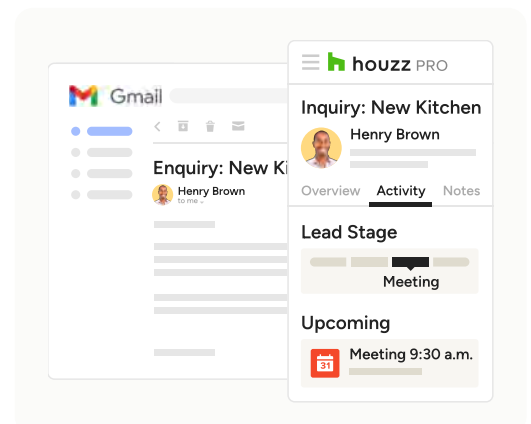
PROPOSAL TEMPLATES

## 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.



EMAIL EXTENSION

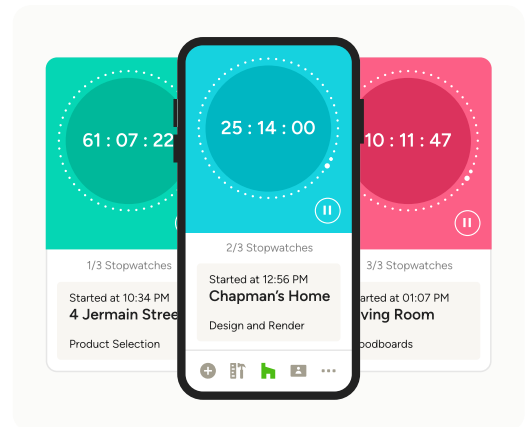
## TIP 4

## 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

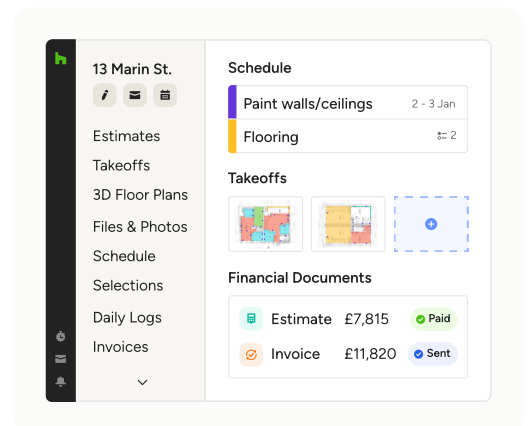
## Centralise Your Business Functions

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
- Estimates and Proposals
- Invoices
- Project Management Tools
- Financial Reports
- 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.

