

HOW TO PREPARE YOUR TEAM + BUSINESS FOR YOUR TIME AWAY

YOUR PRE-VACATION PLAYLIST

Step 1: Document Your Systems

- [Profitable Play Episode 11](#)

Step 2: Prepare For Emergencies

- [YouTube Video](#) (Preparing Your Legal Docs + Space)
- [Profitable Play Episode 106](#)

Step 3: Schedule A Deep Clean + Review Internal Systems

- [YouTube Video](#) (Cleaning Tips)

Step 4: Organize + Simplify Your Physical Space

- [YouTube Video](#) (Cafe Counter Tour)

Step 5: Automate Your Marketing

- [Profitable Play Episode 29](#)
- [YouTube Video](#) (Using Social Schedulers)
- [Profitable Play Episode 90](#)

Step 6: Set Up Customer Service Systems

- [Profitable Play Episode 10](#)
- [Profitable Play Episode 50](#)
- [Profitable Play Episode 105](#)
- [Profitable Play Episode 16](#)

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Step 7: Leave Your Team Feeling Empowered

- [Profitable Play Episode 117](#) (Finding Your QBR)
- [Profitable Play Episode 35](#) (Hiring A Manager)
- [Profitable Play Episode 163](#) (Hiring a Virtual Assistant)
- [YouTube Video](#) (Handling Employee Issues)
- [Profitable Play Episode 109](#) (Retaining Employees)

Step 8: Find Or Create A Support System

- [YouTube Video](#) (Finding A Support System)

You're Ready!

Now... Time To Implement...



Whether you're preparing for a much-needed vacation or just becoming ultra-prepared in the event of an emergency, congratulations on taking this step in bettering your business!

-Michele



Questions? Message me on [IG here!](#)