

HOW TO MANAGE YOUR TIME

**MORE
EFFECTIVELY**

**IN
RESIDENTIAL
CLEANING
BUSINESS**





Just like any business needs a good system around spending their time resources wisely, the residential cleaning business, especially at the very beginning, struggles with this very much. It's easy to get overwhelmed with the number of tasks that need to be done and not knowing where to start. But with the right system in place, you can make your business run like a clock.



Start with these

3 principles

1

The first principle is to know what requires you to do. Have a written plan and track your progress. This means creating a detailed checklist of all the tasks that need to be completed. List everything from cleaning the bathroom to mopping the floors to dusting the furniture. This will give you a clear understanding of what needs to be done and help you stay organized. It's also important to track your progress, so you can see how far along you are in completing your tasks. This will help you stay motivated and accountable.

2

The second principle is to prioritize the tasks according to their importance. Not all tasks are created equally, and some are more urgent than others. By prioritizing your tasks, you can ensure that the most important things get done first, and you can avoid wasting time on less important tasks. This will make your business more efficient and help you deliver high-quality service to your clients.

3

The third principle is to act upon your decisions, once they have been made. Making decisions is one thing, but taking action is another. It's easy to get caught up in planning and organizing, but if you don't actually do the work, nothing will get accomplished. It's important to take action and execute your plan. Whether it's scheduling your cleaning appointments, ordering supplies, or actually cleaning, it's important to act and follow through. This will help you build momentum and move your business forward.

2



As you learnt the principles, you are moving to the next level- creating a time management system. One important aspect of running a successful cleaning business is **setting aside dedicated time to manage various aspects of your operations, such as:**



Time Management

5 steps



The length of your cleaning appointments and proper clients' scheduling.

To manage this effectively, you need to have a clear understanding of how long it takes you to clean a particular room, and then apply this equation to each specific house you work in. In another words, **what is your cleaning time formula (CTF)?** Knowing how long it takes you to clean a specific room is essential because it helps you estimate the overall time required to clean an entire house. For example, if it takes you 30 minutes to thoroughly clean a bedroom, and a house has four bedrooms, you can estimate that it will take you roughly 2 hours to clean all the bedrooms. By using your cleaning formula consistently, you can accurately schedule appointments and allocate the appropriate amount of time for each client. This not only ensures that you are able to deliver exceptional cleaning services, but also allows you to plan your day efficiently. In addition to estimating the time required for cleaning, understanding your cleaning time formula also enables you to determine how many appointments you can schedule per day. Let's say your formula indicates that you can clean two houses in a day, with each house taking approximately 4 hours to clean. Based on this information, you can confidently schedule two appointments, one in the morning and another in the afternoon. By being aware of your capacity and limitations, you can avoid overbooking or overworking yourself, which can lead to burnout and a decline in the quality of your work.

2

Your daily administrative tasks (billing, scheduling, invoicing, advertising).

Try to automate this process as much as possible. You can accomplish these tasks by scheduling them on a daily or weekly basis. Additionally, your Social Media ad campaigns can be scheduled for weeks to come. Leave some time reserved for each administrative task in your business calendar.



3

Tracking and filling up your inventory.
These tasks can be done on a weekly, bi-weekly, or monthly basis.



4

General Legal and tax preparation matters.

These tasks come in two variations: scheduled and urgent. How you handle each type will depend on your style and priorities as a business owner. For scheduled events, such as quarterly estimates, filling your annual report, or renewing your licenses and permits, it is best to plan ahead and reserve time in your calendar. On the other hand, urgent matters require immediate attention and decision-making. These could include issues like unexpected tax audits, legal disputes, or compliance violations. When faced with such urgent matters, it is crucial to act promptly and prioritize them above your planned tasks. Ignoring or delaying these urgent matters can have serious consequences for your business, both financially and legally. It is always better to address them head-on and seek professional advice if needed.





Business education and your company growth.

As a solo cleaner, it's essential to invest time in expanding your knowledge and skills to effectively scale your company. Always invest time in your business education and getting the knowledge on how to scale your company. Even dedicating just 15 minutes per day to learning can have a compounding effect on the growth and development of your cleaning business. You could use this time to read books, listen to podcasts, watch educational videos, or attend webinars and workshops. Engaging with industry experts and successful entrepreneurs can provide you with valuable insights and practical advice. From learning innovative cleaning techniques to understanding the latest technology and tools, staying updated with industry trends and best practices is crucial in setting yourself apart from the competition. Over time, these small daily investments in learning will compound and contribute to the overall growth and success of your residential cleaning business.





Thank
You

For Reading