

mindbody

TEMPLATE

A Better Way to Schedule: Move Beyond Manual Booking



If you're tracking client appointments and class schedules using spreadsheets, handwritten notes, or a combination of texts and emails, you're not alone. Many fitness and wellness business owners begin this way, relying on the tools they have at hand. For a while, this approach can be effective. Spreadsheets can help you stay organized, track who's coming in and when, and log staff availability in a manageable way.

How manual scheduling holds your business back

As time goes by, even the most well-organized manual system can begin to show its flaws. Manual scheduling becomes a burden when:

- Confirming each appointment takes too much time
- Last-minute changes become harder to manage
- Scheduling conflicts happen more frequently
- You're constantly fielding calls, texts, and emails
- There's an increase in double bookings and miscommunications

When you're already focused on client care, staff coordination, and running a busy schedule, this juggling act gets overwhelming.



Not ready for a booking platform? Start here

If you're not ready to make the switch to a booking platform yet, we've put together a scheduling template to help you stay organized so you can track appointments, staff schedules, and client details.

Beauty and Wellness Booking Template

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB
1	Today's Date			Clients																								
2	5/1/2025			2																								
3																												
4	#	Client Name	Phone Number	Email	Service	Appt Time	Staff Member	Amount Due	Payment Status	Payment Date	Payment Method	Client Notes																
5	1	Jessica Smith	555-555-5555	jsmith@email.com	Acne Facial	12pm	Sasha Kendall	\$ 65.00	Paid	5/1/2025	Card	Acne prone and sensitive skin																
6	2	Natasha Williams	555-555-5555	tashw@email.com	Gel Manicure	4pm	Grant Holloway	\$ 60.00																				
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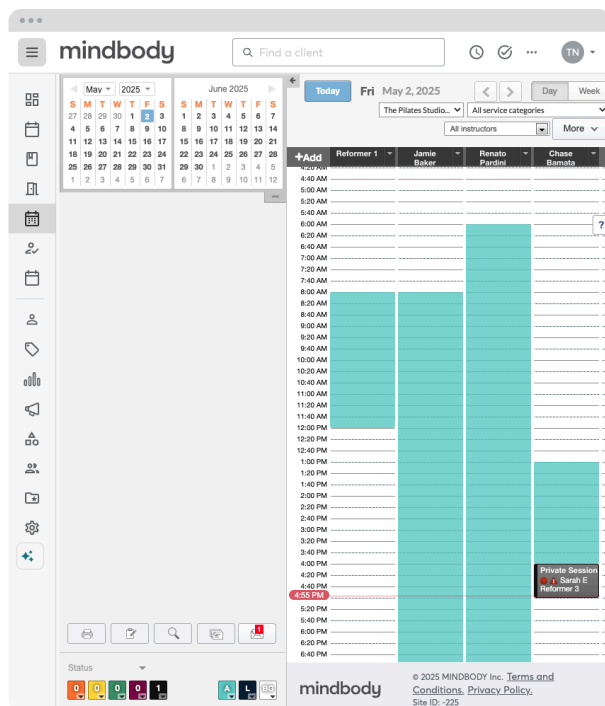
Fitness Booking Template

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1	Today's Date		Clients																										
2	5/1/2025		2																										
3																													
4	#	Client Name	Phone Number	Email	Service	Appt Time	Staff Member	Studio	Amount Due	Payment Status	Payment Date	Payment Method	Client Notes																
5	1	Jessica Smith	555-555-5555	jsmith@email.com	Pilates	12pm	Elliot Cruz	1	\$ 20.00	Paid	5/1/2025	Card																	
6	2	Natasha Williams	555-555-5555	tashw@email.com	Spin	4pm	Talia Monroe	3	None	Membership			Prefers bike 14																
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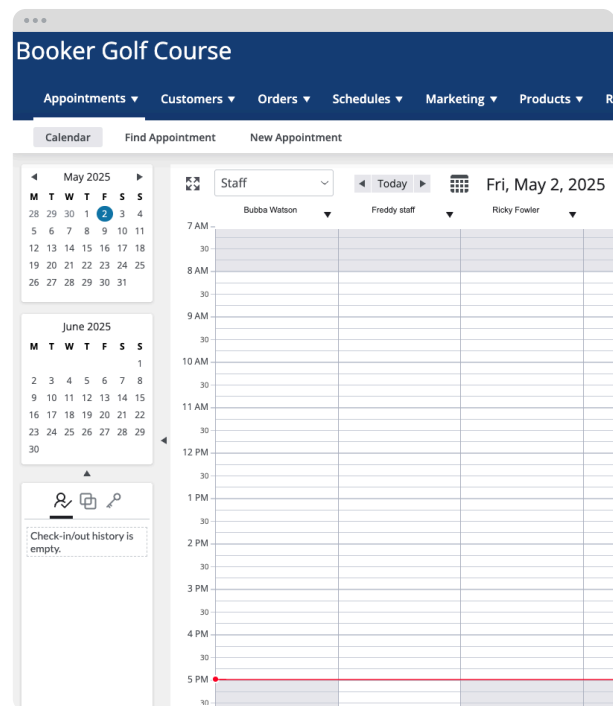
Growing pains: It's time for an upgrade

While the scheduling spreadsheet is a good way to bring some structure to manual booking, over time, that approach becomes less effective. As your client base grows, your team expands, or you introduce more classes and services, the time spent on managing appointments manually tends to increase. This also raises the risk of errors.

When you start to question if there's a better way to manage booking, that's where platforms like **Mindbody** and **Booker** come in. They're built to reduce the friction in your day-to-day operations and give you back some much-needed time and headspace.



Mindbody's scheduling feature offers online booking, automated reminders, real-time calendar management, and filters by service, staff, location, and more.



Booker simplifies scheduling with online booking, real-time calendar management, smart filters, automated reminders, and mobile access so you can stay organized.

Here are a few ways Mindbody software can make a difference:

Coordinate staff schedules seamlessly.

You can easily match each staff member with the services or classes they offer, see their availability at a glance, and avoid scheduling conflicts.

Ensure accurate bookings.

Built-in features help prevent double-booking and miscommunication—something that's hard to guarantee when juggling spreadsheets or paper calendars.

Easily manage recurring classes and appointments.

Whether it's a weekly yoga class or a standing massage appointment, you can set the frequency, assign staff, and even specify pay rates and room assignments.

Accept appointments at any time.

Instead of managing each appointment manually, you can give clients the freedom to book when it's convenient for them, whether that's during business hours or late at night.

Allow clients to book from any device.

Online scheduling eliminates the need for phone tag or last-minute texts, saving you time and hassle. With [Messenger^{\[ai\]}](#), a 24/7 AI front desk, you can turn missed calls into confirmed bookings, ensuring you never miss an opportunity to bring in a new client.

Manage everything in one place.

The benefits go far beyond booking. Mindbody and Booker help you seamlessly [manage payments](#), streamline operations, and [run effective marketing](#)—keeping your business running smoothly behind the scenes.

The spreadsheet template can help you stay organized for now, but as your business grows, a scheduling platform saves you time, reduces costly errors, and gives you peace of mind with tools that scale with your needs.



**Upgrade your booking
experience with Mindbody.**

mindbodyonline.com/en-au/business/scheduling

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