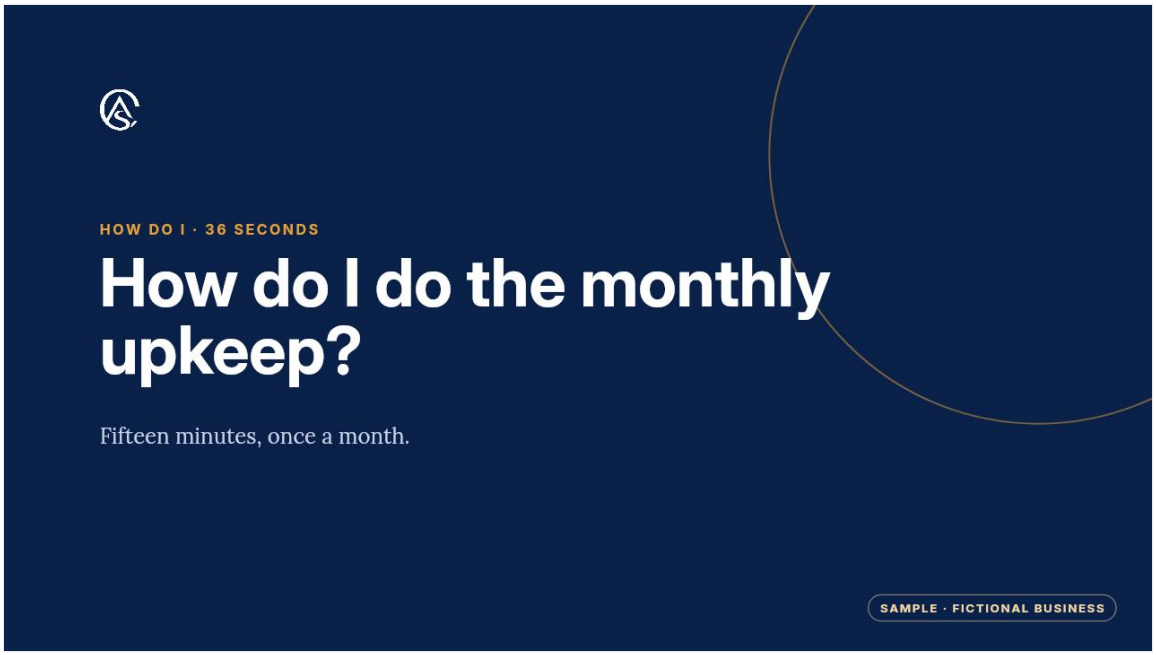
BUSINESS BRAIN · HOW DO I

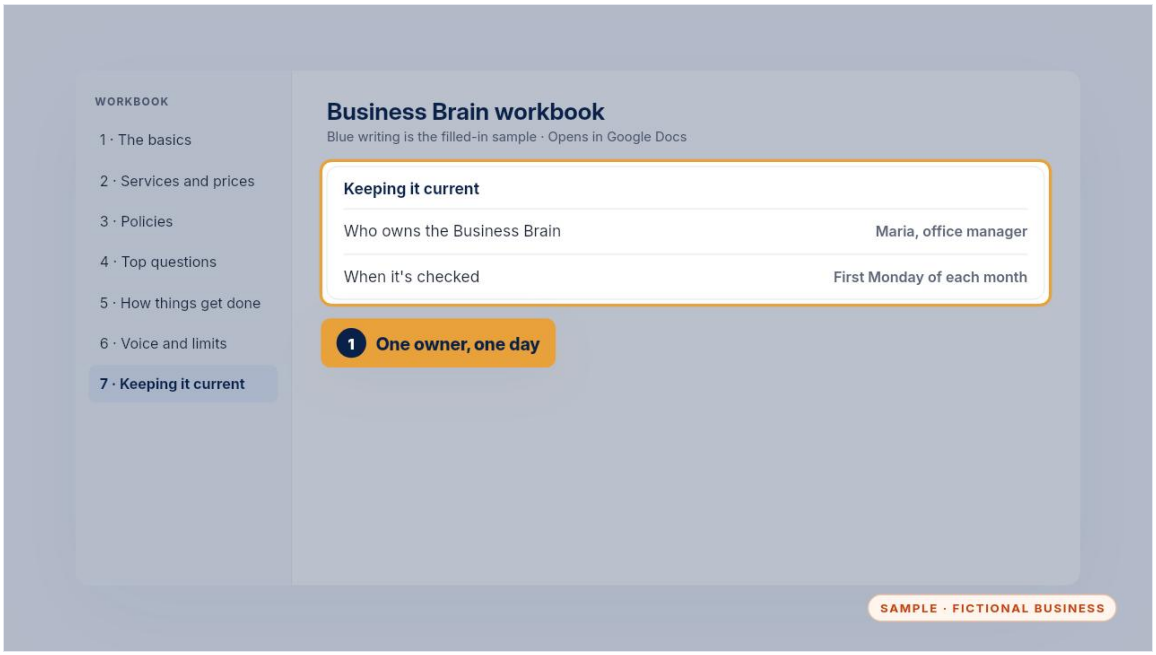
How do I do the monthly upkeep?

Fifteen minutes on the same day each month keeps every tool current.

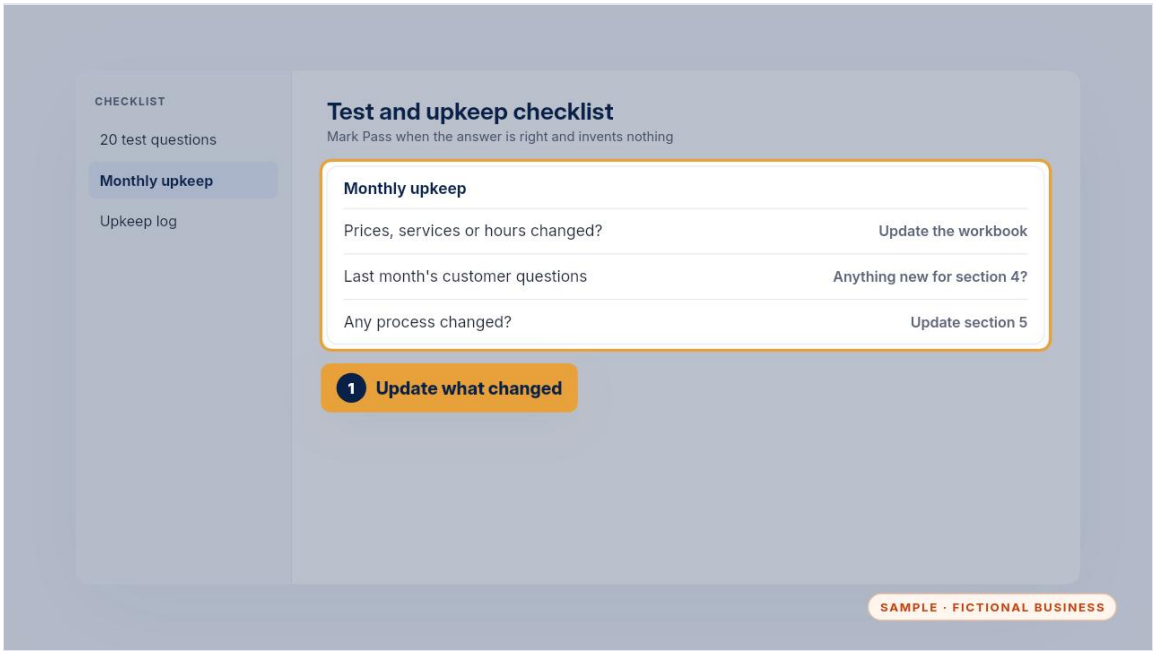
Watch the narrated video: https://openarmsolutions.com/guides/business-brain/do-the-monthly-upkeep



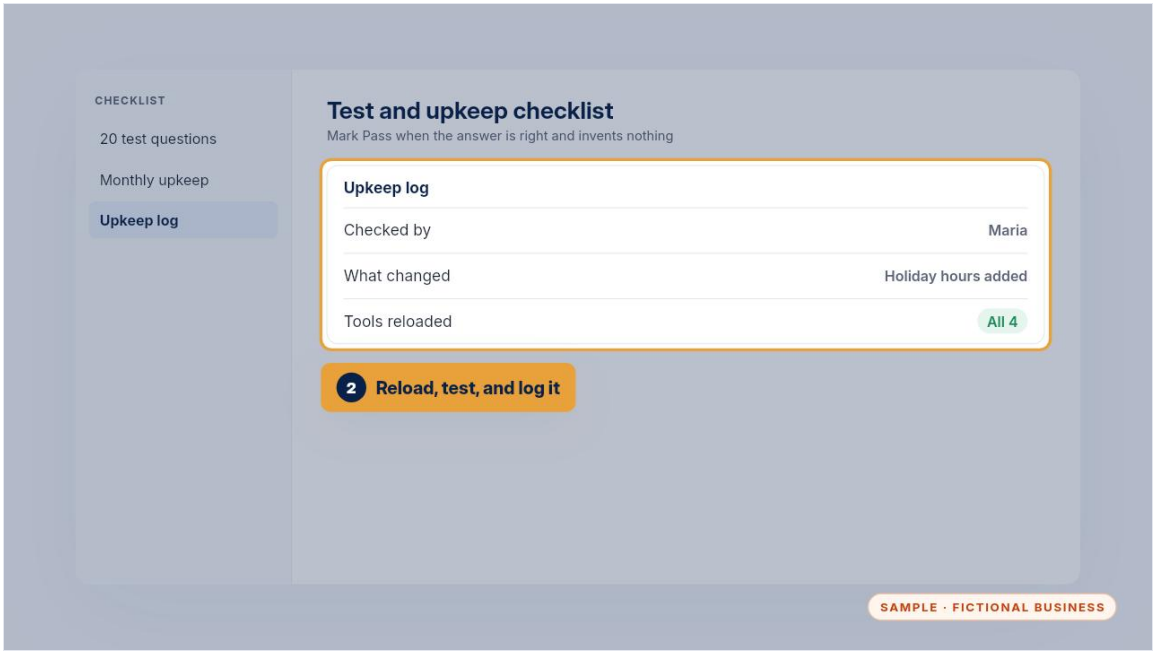
1. The monthly upkeep takes fifteen minutes. Do it on the same day each month, with the same person.



2 Write the owner and the day in section seven. At Brightline, Maria checks it on the first Monday of each month.



3 Update any prices, services or hours that changed. Read last month's customer questions for anything new, and update any process that changed.



4 Reload the file in every tool, ask each one three questions, and fill in a line of the upkeep log. Then write today's date as last updated in section seven.