THE 7-MINUTE HOLIDAY BOOKING CHECK

For hair stylists, barbers and nail techs. One minute per line. Do it before the December messages start.

- [ ] **1 MIN** — **Pick your last working day**

  Write the last day you take clients before Christmas, and the first day back. Christmas Day 2026 is a Friday, so Thursday the 24th is the usual last call.

  Mine: _____

- [ ] **2 MIN** — **Block your own days off**

  Put days off, kids' events and travel into Apple Calendar now, as real events. A blank day looks open to you at 9 p.m. when a client asks.

  Mine: _____

- [ ] **3 MIN** — **Check service lengths**

  Holiday color, cut and blowout runs long. Make sure each service's length matches what you actually take in December, not in March.

  Mine: _____

- [ ] **4 MIN** — **Add a buffer between clients**

  Ten to fifteen minutes for cleanup, payment and the client who is late because of parking. Buffers are cheaper than an hour behind by 3 p.m.

  Mine: _____

- [ ] **5 MIN** — **Book regulars first**

  Message your regulars with two or three specific open times before you post anything publicly. They should not lose their spot to a new client.

  Mine: _____

- [ ] **6 MIN** — **Write your full-up reply**

  One kind sentence you can paste: you are full until a date, here are the first open times after it, and you will message if a spot opens.

  Mine: _____

- [ ] **7 MIN** — **Keep a cancellation list**

  Names and numbers of people who want an earlier slot. When someone cancels on the 22nd, you text the list instead of losing the chair hour.

  Mine: _____

Free to print and copy. Honest Little Apps, the studio behind BookingSolved: Client Booking for iPhone.

DECEMBER 2026: CHAIR PLANNER

Shade your days off first. Mark R for regulars booked, N for new clients, X for full. Christmas Day is Friday the 25th.

MON	TUE	WED	THU	FRI	SAT	SUN
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24 Christmas Eve	25 Christmas	26	27
28	29	30	31 New Year's Eve			

MY FULL-UP REPLY

CANCELLATION LIST