

# Monthly Tasks

January	February	March	April	May	June
Review financials for last 12 months	Send bi monthly email newsletter	Review financials including expenses & cashflow	Send bi monthly email newsletter	Review financials including expenses & cashflow	Send bi monthly email newsletter
Complete room check for maintenance issues	Review rates, specials and holiday dates for next 18 months	Complete room check for maintenance issues	Wash all mattress, pillow and quilt protectors	Complete room check for maintenance issues	Schedule social media posts for 4 – 8 weeks
Schedule social media posts for 4 – 8 weeks	Say Hi to local tourism assoc.	Schedule social media posts for 4 – 8 weeks	Schedule social media posts for 4 – 8 weeks	Start winter cleaning schedule	Say Hi to local tourism assoc.

July	August	September	October	November	December
Complete room check for maintenance issues	Send bi monthly email newsletter	Complete room check for maintenance issues	Send bi monthly email newsletter	Complete room check for maintenance issues	Send bi monthly email newsletter
Review financials including expenses & cashflow	Schedule social media posts for 4 – 8 weeks	Review financials including expenses & cashflow	Say hi to local tourism assoc.	Review financials including expenses & cashflow	Clean all outdoor furniture
Schedule social media posts for 4 – 8 weeks	Review rates, specials and holiday dates for next 18 months	Clean out store room	Schedule social media posts for 4 – 8 weeks	Start summer cleaning schedule	Schedule social media posts for 4 – 8 weeks

# Monthly Tasks

*Keeping it simple & thorough*

- **Review financials for last 12 months including expenses & cashflow** – Keeping track of income and expenses is important in any business. A basic check every week plus a review every two months will ensure nothing goes astray.
- **Complete room check for maintenance issues**– Wear and tear of the rooms of a motel happens very quickly. By completing regular checks/reviews of the accommodation will help to maintain a high standard product.
- **Send bi monthly email newsletter** – Maintain communication with your guests with email blasts presenting the latest specials or updates. Stay front of mind for their next holiday
- **Schedule social media posts for 4 – 8 weeks** – Take time once a month to schedule social media posts. This will take the stress out of doing them every few days.
- **Say Hi to local tourism association** – Keep in touch with the people who can influence the tourism to your area.
- **Review rates, specials and holiday dates for next 18 months** – Know when Easter and the school holidays are for the next 12 months and ensure the rates are up to date as well as minimum night stays for the high demand and peak periods.
- **Start Winter/Summer cleaning schedules** – Depending on the size of the property and what is included in the guest rooms a thoroughly clean at least once a year will go a long way to maintain the product and guest satisfaction.

**Maintaining a high standard accommodation product is a constant process and requires regular attention. Setting a few tasks to complete each month can help the business stay on track without spending hours each day on the business.**

**The Manager's Method is a simple and thorough approach to covering all the many different aspects required to manage a smooth and successful accommodation operation.**

**For more information on how to make your business more sustainable into the future with the Manager's Method reach out to Emily to arrange a chat and see how a few small changes can make a big difference.**

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