**Coronavirus Relief & Support Steps**

Below are some steps to take to be proactive and stay busy during this hiatus:

* Clean that office! Purge your files and computer folders
* Storage / Stock Areas: clean, re-organize
* Do a physical hand count of all inventory and audit these amounts with your software
* Update or create new systems for front desk or any policies that are needed
* Update your website
* Shoot video tips that you post and share with your followers and your clients (How to cover your grey, how to tutorials for kids to have fun such as how to do a zigzag part, how to braid, have a video to help single Dad’s to teach them how to do hair for their kids, videos on how to use different products) This can drive people to you and stay engaged with you. You don’t want to go dark during this time.
* Get your finances in order and your budget updated
* Make a list of online education resources and offer them to your team
* Get every technician a mannequin head and tripod as you have on stock to take home and keep practicing
* Create daily practices to keep you grounded (yoga, exercise, meditation, reading, etc)
* Re-connect with friends and have conversations
* Stay away from the news cycle as much as you can
* Take a nap
* Create a new diet for yourself to focus on health