SMART WEBSITE DESIGNERS
www.smartwebsitedesigners.co.uk

1:1 MENTORING · SESSION GUIDE

Bookings & Reminders on Autopilot

Online booking that fills your diary, plus automatic reminders that cut no-shows and the endless back-and-forth.

DURATION	FORMAT	INVESTMENT	INCLUDES
90 minutes	1:1 on Zoom or in Swansea	£175	Written action plan

For example: A hairdresser stops losing an hour a day to "what times have you got?" messages.

Who this session is for

- You spend too long arranging appointments by phone and text
- No-shows and late cancellations cost you money
- Your diary lives in your head, on paper or in several places

By the end, you will

- Choose the right booking tool for your business and budget
- Set up online booking that matches how you work
- Send automatic confirmations and reminders
- Use deposits or card details to cut no-shows

What we will cover in 90 minutes

Every session is built around your business. Timings are a guide, and we always go at your pace.

0–10 mins	**Welcome and how you book now** Where bookings come from and where the time goes.
10–25 mins	**Choosing the right tool** An honest comparison of free and low-cost options.
25–50 mins	**Setting it up together** Your services, prices, times and booking rules.
50–65 mins	**Reminders that work** Confirmations, reminders and rebooking messages.
65–80 mins	**Deposits and no-shows** Simple policies and payments that protect your time.
80–90 mins	**Your action plan and questions** Agree what you will try this week and ask anything you like.

What to bring

- A laptop or tablet
- A list of your services, prices and how long each takes
- Your usual working hours

What you will take away

- Online booking set up or ready to go live
- Confirmation and reminder messages written
- A simple no-show policy
- Your written action plan



YOUR MENTOR

Ian Brealey

Ian is a qualified tutor and Internal Quality Assurer (IQA) and a former Head of Training at Gower College Swansea. He has run Smart Website Designers for 10 years and uses AI and automation every day in his own business. He helps tradespeople, shop owners and service businesses save hours every week, and explains everything patiently, in plain English, at your pace.

How booking works

1

Book a free chat

A free 30-minute call to make sure the session is right for you.

2

Pick your date

Choose a time that suits you from Ian's live calendar.

3

Meet with Ian

On Zoom from anywhere, or in person in Swansea.

4

Get your plan

Receive your written action plan after the session.

Ready to book? smartwebsitedesigners.co.uk/business-mentoring

Questions first? Email ian@smartwebsitedesigners.co.uk or call 07305 319667

This is practical business mentoring. It is not financial, legal or tax advice; for those matters, please speak to a qualified adviser.