FREE ONE-PAGE KIT

Test a scheduling tool before you pay for one

A scheduling tool lets customers book a time with you. Before you pay, ask 12 questions, make 6 test bookings, and try it for 7 days.

1. Ask the maker (12 questions)

1. What does it cost each month? Is the price per person on my team or per booking?
2. Does it sync both ways with my Google or Outlook calendar?
3. How does it stop double bookings?
4. Can customers cancel or move a booking on their own?
5. Do reminders go out by text, email, or both? Do texts cost extra?
6. Can I take a deposit or a payment? What does the payment cost?
7. Can I add time before and after a visit, like drive time?
8. Can I block days off and set business hours?
9. Can I ask my own questions on the booking form?
10. Can I put the booking link on my website and in my email?
11. Can I export my customer list if I leave?
12. Is there a contract? How do I cancel?

2. Make 6 test bookings

Book yourself, using a second email and phone. Check your calendar after each one.

1. Booking 1: a normal slot. Did it land on your calendar?
2. Booking 2: the very last slot of the day. Does it respect your hours?
3. Booking 3: try to book the same slot from two devices. Do you get a double booking?
4. Booking 4: cancel it from the customer side. Does your calendar update?
5. Booking 5: move one to another day. Does everything update?
6. Booking 6: wait for the reminder. Does it arrive, and is the time right?

3. Your 7-day trial plan

Day 1	Write down how you take bookings today and how long it takes each week.
Day 2	Ask the questions. Get the price in writing. Set your hours and breaks.
Day 3	Run the 6 test bookings.
Day 4	Fix the form questions and the reminder words.
Day 5	Share the link with 3 to 5 trusted customers.
Day 6	Check the calendar for mix-ups. Ask those customers if it was easy.
Day 7	Compare the time you spent to Day 1. Keep it, change it, or cancel.

4. Red flags: walk away if you see these

- It double books in your test.
- It only syncs one way with your calendar.
- Reminder texts cost extra and you were not told.
- You cannot export your customers.
- No way to block time off.
- A long contract before you have seen it work.

Tools in our directory for this job

- Calendly
- Acuity Scheduling
- Reservation Reminder Bot
- Client Intake and Booking Bot
- Roof Lead to Estimate Booker
- TrueLark Salon Text Receptionist

Best lists: AI appointment booking tools; Scheduling bots for home services. All free kits: busyworkbots.com/test-kits/

Not sure which tool fits? Take the Free Busywork Audit or book a Free Profit Leak Check (TimeGentic runs BusyWorkBots, so this is our own service). We do not test every tool. Prices change; check each maker's site.