



Workflow WEDNESDAYS

Max My Sync

Topic: Sync Schedule Around Holidays

Adjust Sync Procedure / Workflow Plan

- Determine the day of the week the holiday falls on (weekday vs weekend)
- Look ahead for how many 'sync calls/fills' will fall on the holiday (and surrounding days)
- Push these days up in small increments - your current sync SOP will determine how early you start this process

Tip: Create a Holiday Sync SOP that can be easily referred to each major holiday. You do not want to remember / reinvent the wheel each time.

SUN	MON	TUE	WED	THU	FRI	SAT
13	14	15	16	17	18 Do Fri + Sat Sync	19 Do Sun + Mon Sync
20	21 Do Tues Sync	22 Do Wed Sync	23 HOLIDAY	24 Back on Track!	25	26
27		29	30			



Shift Sync Tasks by 'Doubling Up' on less busy days before the Holiday