



Team Activity

Team Activity

Series 5 Personal Growth and Practice Development

Session 2 Master Your Schedule to Break Through Your Daily Goal Plateaus

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dst.media/focus50

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1. Make a copy of this worksheet for each team member to use.
 2. Complete the Team Activity.
 3. Fax or email one “Master Worksheet” containing your team’s collective efforts.
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Send Us Your Master Worksheet

Fax
615-807-3301

Email
Champions@DentalSuccessToday.net

Team Activity

Step 1 A Quick Review

Let's begin with a quick recap of your Practice Focus!

Review these basic tenets of mastering your schedule before moving on to brainstorming and answering questions as a team in Step 2.

1. Goals are tied to production.
2. You should be out-collecting your production every month with your prepay and diagnostically built patient engagement.
3. A better-engineered schedule is one that creates less stress and clearer minds for your whole team.
4. A better-engineered schedule is one that results in a better patient experience.
5. The ways to engineer a better, more valuable schedule are to:
 - Schedule more valuable dentistry.
 - Create more anchors.
 - Schedule fewer visits.
 - Dedicate more time to creation and opportunity.
 - Fill your Five Buckets; your five production income streams.

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Step 2 The Four Questions

Piggyback off that review in Step 1 to respond to questions here in Step 2.

Individually, answer the following questions. After everyone has answered each question on their own, open up space to share and brainstorm as a team.

Facilitator and Scribe

Designate one team member as the facilitator to guide discussion and one as the scribe to write down collective responses on your Master Worksheet.

Your guiding light for each question:

Without adding any pressure and without adding any frustration, add value to your schedule to increase your daily goals and raise your minimum expectations of what's possible in your practice.

Question 1

From your perspective, what can your practice do to reach the “next level” of success in your mastery over the schedule?

Note

This includes controlling the schedule, patient flow, and daily time dynamics within the practice.

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Question 2

When it comes to the daily schedule, where do YOU personally feel YOU can help improve how much value your team is getting from the schedule?

Note

This can be helping another team member in particular, and / or helping improve efficiency across the board for everyone on the team.

Question 3

Given where you're currently at as a team and considering the level you're all currently performing at, what new rules and guidelines would you like to develop to protect your time, and, elevate your ability to hit higher goals?

Note

This question pertains to your personal expectations and developing a healthy outlook that can support the kind of success you wish to achieve. You'll address those higher goals in the next question.

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Question 4

If you look at a daily goal of yours now, and your hourly run rate average value, how would you increase these?

Use these clarifying questions to help develop your answer:

- How would you build upon the value of a day using every resource at your disposal? (This includes every team member, operatory, procedure, patient, and opportunity for creation you have.)
- How would you like to expand your beliefs, remove limits, and facilitate becoming completely creation-minded?
- What would you do differently than you're doing now to master your schedule and increase the value of your days?
- Think about record days, record weeks, and record months you've had... what about that dynamic would you like to recreate on a consistent basis?

Share your answers with your team. Then, move on to making decisions in Step 3.

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Step 3 Decisions

In Step 2 you explored The Four Questions and uncovered ideas to usher in a more valuable schedule that works better for you and your patients.

Now it's time to make specific, actionable, measurable decisions that'll help make those ideas reality.

Make these decisions individually. Then, after everyone has done so, open up space to share your commitments with your team. While doing this, you're encouraged to brainstorm together and join forces to create collective decisions with another team member, group of team members, and team as a whole.

Facilitator and Scribe

Designate one team member as the facilitator to guide discussion and one as the scribe to write down collective responses on your Master Worksheet.

Decisions from Question 1

From your perspective, what can your practice do to reach the "next level" of success in your mastery over the schedule?

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Decisions from Question 2

When it comes to the daily schedule, where do YOU personally feel YOU can help improve how much value your team is getting from the schedule?

Decisions from Question 3

Given where you're currently at as a team and considering the level you're all currently performing at, what new rules and guidelines would you like to develop to protect your time and elevate your ability to hit higher goals?

Decisions from Question 4

If you look at a daily goal of yours now, and your hourly run rate average value, how would you increase these?

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Step 4 12 Ways to Continue Mastering Your Schedule and Make Your Days More Valuable

Now that you've complete Steps 1, 2 and 3, you can use Step 4 as continuing education on schedule mastery.

Note

You're welcome to go through these principles now, or, integrate them into future meetings and / or huddles to keep your positive momentum going.

Whenever you're ready, rate yourselves on a scale from 1-10 in each of these areas.

Tip

This will reveal where to prioritize your team's attention first.

12 Areas of Continued Schedule Mastery:

1. Anchor appointment value and expectations.
2. Clearing out the clutter in your days.
3. Procedure timing and efficient treatment planning, chart notes, and backend communication.
4. Assistant and room utilization.
5. Room turnaround, and tightening up sterilization and preparation.
6. Dovetailing accurate doctor time and tightening up units of time.
7. New patient blocks.
8. Strict screening and warming up with the patients.
9. More complete and bundled treatment leading to fewer appointments.
10. Effective delegation.
11. Everyone thinking ahead and being aware of next steps.
12. Minimizing low-value actions and time-wasting activities.

On a scale from 1-10, rate at how well you're doing as a team in each of the 12 Areas of Continued Schedule Mastery.

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Rating (1-10)

Area of Schedule Mastery

Anchor appointment value and expectations.

Clearing out the clutter in your days.

Procedure timing and efficient treatment planning, chart notes and backend communication.

Assistant and room utilization.

Room turnaround, and tightening up sterilization and preparation.

Dovetailing accurate doctor time and tightening up units of time.

New patient blocks.

Strict screening and warming up with the patients.

More complete and bundled treatment leading to fewer appointments.

Effective delegation.

Everyone thinking ahead and being aware of next steps.

Minimizing low-value actions and time-wasting activities.

Write any ideas that arose while rating yourselves and discussing the 12 Areas of Continued Schedule Mastery.
