

## Practice Focus Team Activity: Mastering Your Schedule

Scott has provided a team activity to use during your team meeting(s) to facilitate the execution of his Practice Focus of the month. Use the space below to document your action plan and record your victories.

Make a copy of this worksheet for each team member to complete and fax to Tyrella at: (615) 807-3290. This will allow DST to review and monitor your progress and either provide guidance or share in your victories (or both!).

- 1. Establish your Daily Goal. This will be your starting point and will serve as the benchmark for the amount that your daily schedule will need to hit in order to be considered "scheduled to production."**

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- 2. *Let's Play a Game-* List the procedures or combinations of procedures *and the value of each* that will achieve and surpass your Daily Goal. (Ex: 1 Invisalign Start=\$10k. 2 Implants=\$3k). Focus on the *value* of treatment, not time of procedure.**

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5. **Assign ownership to each column on your schedule. Decide what each column is for- high production, post-op, hygiene, etc. and what is NOT allowed in each column.** Ex: post-op check is not allowed in high production column- only implants, crowns, etc. *Use additional space if necessary.*

**Column 1:** \_\_\_\_\_

Procedures/Type Allowed: \_\_\_\_\_

Owner/Master of this Column: \_\_\_\_\_

**Column 2:** \_\_\_\_\_

Procedures/Type Allowed: \_\_\_\_\_

Owner/Master of this Column: \_\_\_\_\_

**Column 3:** \_\_\_\_\_

Procedures/Type Allowed: \_\_\_\_\_

Owner/Master of this Column: \_\_\_\_\_

**Column 4:** \_\_\_\_\_

Procedures/Type Allowed: \_\_\_\_\_

Owner/Master of this Column: \_\_\_\_\_

**Column 5:** \_\_\_\_\_

Procedures/Type Allowed: \_\_\_\_\_

Owner/Master of this Column: \_\_\_\_\_

6. **Decide how you will free up the doctor to have more time with patients for comprehensive diagnosis:**

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