

Dentist Monthly Checklist

MONTH:		Name:				
Bonus plan update		Lead monthly meeting				
Select implementation project		Review marketing results				
WEEK 1	Request Supplies	Feedback to DA's				
	Review metrics	Audit schedule for next two weeks, and 6 months out				
DAILY		Mon	Tue	Wed	Thu	Fri
Two chart audits						
Office walthrough audit						
Lead huddles						
Post op calls						
WEEK 2	Request Supplies	Feedback to DA's				
	Review metrics	Audit schedule for next two weeks, and 6 months out				
DAILY		Mon	Tue	Wed	Thu	Fri
Two chart audits						
Office walthrough audit						
Lead huddles						
Post op calls						
WEEK 3	Request Supplies	Feedback to DA's				
	Review metrics	Audit schedule for next two weeks, and 6 months out				
DAILY		Mon	Tue	Wed	Thu	Fri
Two chart audits						
Office walthrough audit						
Lead huddles						
Post op calls						
WEEK 4	Pay bills	Feedback to DA's				
	Review metrics	Audit schedule for next two weeks, and 6 months out				
DAILY		Mon	Tue	Wed	Thu	Fri
Two chart audits						
Office walthrough audit						
Lead huddles						
Post op calls						