



It's not "down time". It's the time to get projects done that you otherwise can't do when you are treating patients. What we call this time matters. Now is your opportunity to get more organized, trained, and prepared. Use this sheet to write down your thoughts and make your plan for "Opportunity Time."

WHAT CAN YOU MAKE BETTER TODAY?

- 1.
- 2.
- 3.
- 4.

WHAT CAN YOU DO TO INCREASE PRODUCTION & COLLECTIONS?

- 1.
- 2.
- 3.
- 4.

WHAT SKILLS CAN HELP THE TEAM AND PATIENT CARE?

- 1.
- 2.
- 3.
- 4.

WHAT BIG CHANGES NEED TO HAPPEN?

- 1.
- 2.
- 3.
- 4.

WHAT PROJECTS WILL HELP THE PRACTICE GROW?

- 1.
- 2.
- 3.
- 4.

WHAT PROCESSES & SYSTEMS CAN BE IMPROVED?

- 1.
- 2.
- 3.
- 4.