

# Deliberate Scheduling

Do you ever feel that your schedule is out of whack .. almost every day? Everyone on the team has desires for the schedule to be a certain way.

However, it is a great misconception that scheduling is the easiest administrative job.

That's why when new people are hired, especially ones with no dental experience, they often become responsible for this task. What follows is often chaos.



We would like to suggest a systematic approach to the schedule. This is what will be the difference between feeling productive and organized or flustered, frustrated and exhausted. By having everyone's input, all aspects of the day are reviewed and considered.

## **In this course, we will discuss:**

- Who is in charge of the schedule
- Decreasing no shows and cancellations
- The rules for productive, deliberate scheduling

## **As a bonus - we will also address an area of the office that is often overlooked:**

- Proper insurance claim submission
- Team accountability