

Meeting schedule checklist

January

S	M	T	W	T	F	S
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10	9	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February

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March

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April

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May

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June

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July

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August

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September

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October

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30	31					

November

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December

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25	26	27	28	29	30	31

**20
MINS**

DAILY

the 20-minute morning huddle to review yesterday's significant KPI's, today's financial targets, to do's & who to ask for referrals, etc.

**60
MINS**

WEEKLY

– a 60-minute conversation (during billable hours) to review best bits of the last week:

what went right?
what went wrong?
what can we do to improve?

**HALF
DAY**

MONTHLY

– a half-day session to review financial performance, marketing return on investment, new patient conversion stats, clinician productivity, the patient experience and team well-being

**FULL
DAY**

QUARTERLY

– the half-day becomes a full-day, off-site and the afternoon session is an external guest speaker on marketing, customer service or sales

**TWO
DAY
TRIP**

ANNUALLY

a 2-day trip. Leave Friday afternoon and fly to any Easyjet destination in Europe. For example, leave Friday afternoon. Saturday morning CPD training session, review of the last year, reveal plans for the next year. Saturday afternoon, shopping or beer. Saturday night dinner and dancing. Sunday morning hangovers and breakfast, afternoon travel back.

The above are suggestions. People in your dental team are assets and making time for conversations and the space to bond are important.