



# PRACTICE OWNERS TIME SYSTEM

April 2021

# Week in Review

ADMINISTRATION	CLINICAL	BUSINESS STRATEGY

# Clear Your Plate

ELIMINATE	NEXT STEPS
AUTOMATE	NEXT STEPS
DELEGATE	NEXT STEPS

# The Delegation Slip™

**TASK TO BE DELEGATED:**

**DESCRIPTION OF TASK:**

Due date:

Who is accountable?

Who is responsible?

Success measured by:

Resources required:

Staff Signature

Practice Signature

# The Speedy SOP™

Procedure Name:
Date:
Version:
Aim of the Procedure:
Importance of the Procedure:
References and Resources:

STEPS	
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

# Capture Page

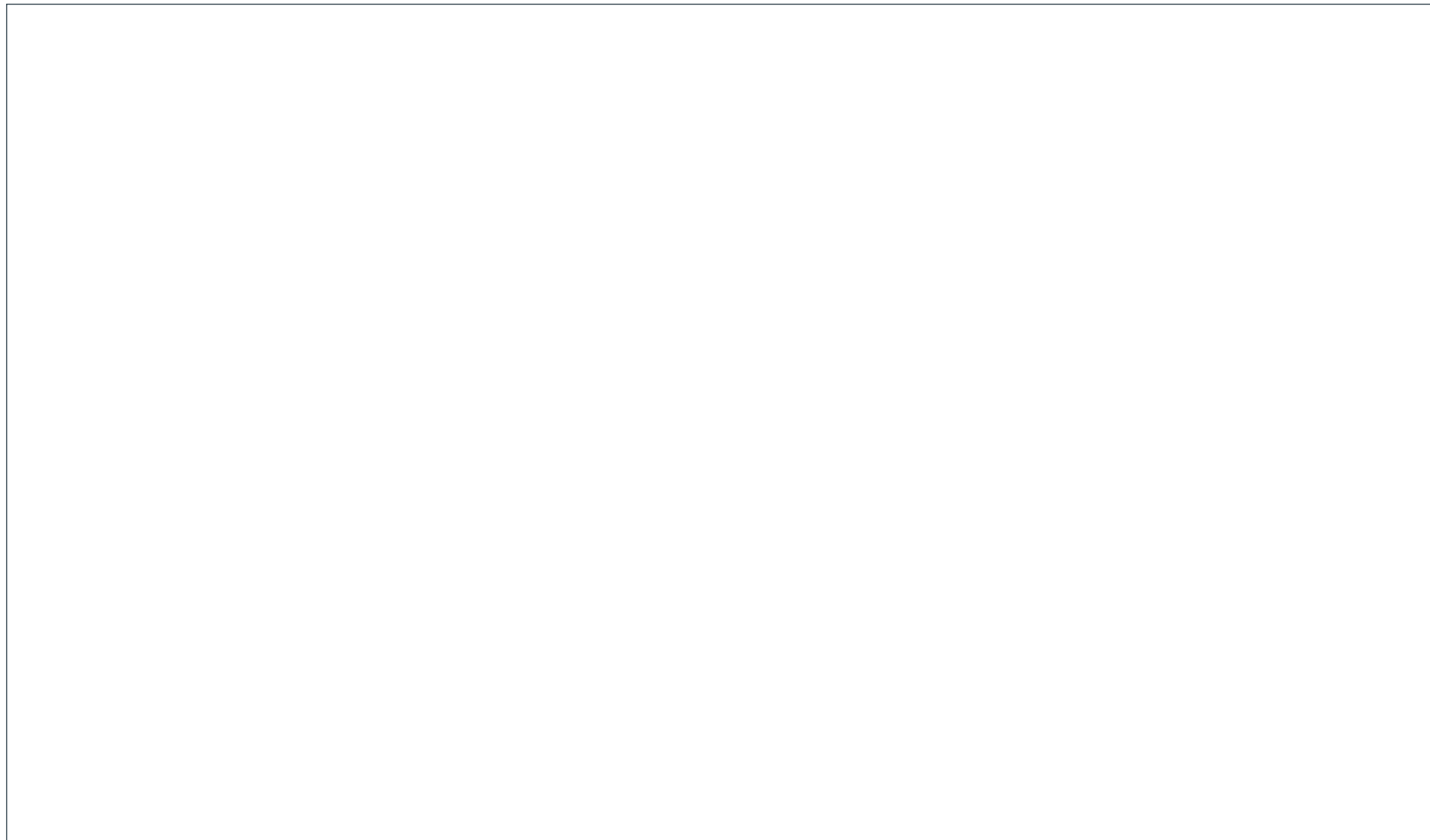


SCOREBOARD START DATE:		SCOREBOARD FINISH DATE:	
Revenue	Time	Revenue	Time
EBOC	<ul style="list-style-type: none"> <li>• In</li> <li>• On</li> <li>• Out</li> </ul>	EBOC	<ul style="list-style-type: none"> <li>• In</li> <li>• On</li> <li>• Out</li> </ul>
EHR	<ul style="list-style-type: none"> <li>• Out</li> </ul>	EHR	<ul style="list-style-type: none"> <li>• Out</li> </ul>

<b>Objective:</b>  <b>Why it matters:</b>  <b>Key Results</b> (as measured by):  <div style="display: flex; justify-content: space-between;"> <span>1.</span><span>5.</span> </div> <div style="display: flex; justify-content: space-between;"> <span>2.</span><span>6.</span> </div> <div style="display: flex; justify-content: space-between;"> <span>3.</span><span>7.</span> </div> <div style="display: flex; justify-content: space-between;"> <span>4.</span><span>8.</span> </div>	<b>Objective:</b>  <b>Why it matters:</b>  <b>Key Results</b> (as measured by):  <div style="display: flex; justify-content: space-between;"> <span>1.</span><span>5.</span> </div> <div style="display: flex; justify-content: space-between;"> <span>2.</span><span>6.</span> </div> <div style="display: flex; justify-content: space-between;"> <span>3.</span><span>7.</span> </div> <div style="display: flex; justify-content: space-between;"> <span>4.</span><span>8.</span> </div>	<b>Objective:</b>  <b>Why it matters:</b>  <b>Key Results</b> (as measured by):  <div style="display: flex; justify-content: space-between;"> <span>1.</span><span>5.</span> </div> <div style="display: flex; justify-content: space-between;"> <span>2.</span><span>6.</span> </div> <div style="display: flex; justify-content: space-between;"> <span>3.</span><span>7.</span> </div> <div style="display: flex; justify-content: space-between;"> <span>4.</span><span>8.</span> </div>
<b>Activities and Actions</b>          <div style="display: flex; justify-content: space-between; align-items: center;"> <span>Track progress</span> <div style="display: flex; gap: 10px;"> <div style="border: 1px solid orange; border-radius: 50%; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;">25%</div> <div style="border: 1px solid orange; border-radius: 50%; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;">50%</div> <div style="border: 1px solid orange; border-radius: 50%; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;">75%</div> <div style="border: 1px solid orange; border-radius: 50%; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;">100%</div> </div> </div>	<b>Activities and Actions</b>          <div style="display: flex; justify-content: space-between; align-items: center;"> <span>Track progress</span> <div style="display: flex; gap: 10px;"> <div style="border: 1px solid orange; border-radius: 50%; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;">25%</div> <div style="border: 1px solid orange; border-radius: 50%; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;">50%</div> <div style="border: 1px solid orange; border-radius: 50%; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;">75%</div> <div style="border: 1px solid orange; border-radius: 50%; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;">100%</div> </div> </div>	<b>Activities and Actions</b>          <div style="display: flex; justify-content: space-between; align-items: center;"> <span>Track progress</span> <div style="display: flex; gap: 10px;"> <div style="border: 1px solid orange; border-radius: 50%; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;">25%</div> <div style="border: 1px solid orange; border-radius: 50%; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;">50%</div> <div style="border: 1px solid orange; border-radius: 50%; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;">75%</div> <div style="border: 1px solid orange; border-radius: 50%; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;">100%</div> </div> </div>

# Backburner Page





# Weekly Planner

## WEEKLY PLANNER THE MOST IMPORTANT THINGS WEEKLY PLANNER

PROJECT #1	PROJECT #2	PROJECT #3	WHO?
			Connections : The people I need to connect with today
Top 5 Priorities for this Project	Top 5 Priorities for this Project	Top 5 Priorities for this Project	
<b>WHAT?</b> This week's top priority. What I must complete this week no matter what?			Dependencies: The people I need to follow up to move things forward
<b>TOTAL HOURS THIS WEEK ON HIGH PRIORITY ACTIVITIES</b>			

**Remember:**

- ✓ The 80-20 Rule
- ✓ Quadrant 2
- ✓ Your Critical Drivers
- ✓ Use Your Time as Intended
- ✓ Don't Get Hijacked
- ✓ Check Inbox at Day's End



Suite 3, 5 McKay Gardens, Turner, ACT, 2612  
1300 66 83 84 · [hello@savvydentist.com](mailto:hello@savvydentist.com) · [savvydentist.com](http://savvydentist.com)