

Yesterday Front Desk reads

- ☐ **FACT Jar** (Fun Accountable Caring Teamwork - Team member acknowledgement cards)
- ☒ **Goal 18,000**
 - ☒ **Doctor 1 13,000**
 - ☐ **Doctor 2 3500**
 - ☒ **Hygiene 1500**
- ☐ **Core value of the week:** Anything that **does not support** the patient experience, **detracts** from it
- ☐ **AOI** (Area of improvement) Please remember to clock in and clock out for each of your shifts. It really helps Kate process the payroll efficiently

Awesome 5 star review!

★★★★★ 2 days ago

We love Pennington Dental Associates. They are great with kids and adults! Their text reminders and online booking capability make it so easy to stay up to date with appointments. We never have to wait when we go in and everyone is so friendly.

Today office manager reads

- ☐ **Goal 8500**
 - ☐ **Doctor 1 5000**
 - ☐ **Doctor 2 3500**
- ☐ **MITs (Most important tasks)**
- ☐ **Administrative Team**
 - ☐ **FD Treatment presentation**
 - ☐ **FD Check out patients Doctor 1**
 - ☐ **FD Check out patients Doctor 2**
- ☐ **Clinical Team**
 - ☐ **Assistant Doctor 1**
 - ☐ **Assistant Doctor 2**
 - ☐ **Rover assistant**
- ☐ **SPE Meetings:** (Strategize Plan Execute Meetings): 9 Doctor & Office manager - Marketing meeting
- ☐ **Is the scanner being used today? Y/N**
- ☐ **Blue Treatment forms Printed? Y/N**
- ☐ **TSPS (Treat special people special) patient Y/N**
- ☐ **Patient / Team member birthday Y/N**

Future Front Desk reads

- ☐ **1% Better Goals for this month**
 - ☐ **Implants 4 (9/mo)**
 - ☐ **Implant Crowns 3 (9/mo)**
 - ☐ **Sc/Rp quads 7 (17/mo)**

Openings to prioritize

- ☐ Hygiene Department
 - **Hygiene tomorrow @11am**
- ☐ Doctor Department
 - **Thursday @9am**

***This is for informational purposes only. If you have any questions about this please email Salsa@dentalnachos.com or text 267-896-1942

