Morning huddle

Ten minutes, standing up, before the first patient. Yesterday's numbers, today's schedule, who does what.

Date _____ Office _____ Led by _____

1 Yesterday, against goal

3 minutes

NUMBER	YESTERDAY	GOAL	ON TRACK?	IF NOT, WHY?
Production Completed production, all providers			☐ Yes ☐ No	
Broken appointments No-shows + cancellations under 24 hours, of those scheduled	of		☐ Yes ☐ No	
Collected Payments taken, against production			☐ Yes ☐ No	

2 Today's schedule

5 minutes

Open time today Unbooked hours in the schedule as the day starts	Hygiene hours	Dentist hours	Goal for production today $

OPEN TIME TO FILL		
TIME	HYGIENE / DR	WHO'S CALLING

PATIENTS TO FLAG		
TIME	PATIENT	WHY

Flag first: unscheduled treatment and overdue hygiene. Then a balance or insurance question, a new patient, a medical alert, someone who broke their last appointment.

3 Who does what

2 minutes

ACTION	WHO	BY WHEN

Same numbers every day, from the same practice management report, so the trend means something. A single day is noise: look at the week in the weekly meeting, with hygiene reappointment and case acceptance.