

# 5 Tips

## TO MASTER SCHEDULING IN YOUR PRACTICE



Use this short guide to help you immediately apply the information you've learned in this podcast & start to see immediate results in your practice right away!

**the ThrivingDentist**  
with Gary Takacs



## **TIP #1**

### **Understand the Concept of Rocks, Sand & Water in Your Practice!**

Imagine you have a glass vase, and you have 3 ingredients; Rocks, Sand & Water.

Take the rocks and fill the vase to the top.

If you were to add one more rock now, it would stick right out, but not overflow, do you agree? Is the vase full now? No.

Now take the sand and fill the vase, it will filter through fill-in the cracks between the stones. Do you think the vase is full now? It isn't actually!

Try pouring some of the water you have with you. You will find that the sand absorbs water as it fills into the vase. If you were to add any more, you will see the water overflowing out of the vase. Now, doctor, the vase is truly full!

I want you to pay close attention to the order in which we did the experiment.

Rocks, Sand & then water. If you were to switch those around, you will not have achieved the same result, do you agree?

This relates to the types of appointments that are scheduled in your practice.

The rocks are your big production procedures, the sand is minor production & the water accounts for non-production procedures in your schedule.

What's important is to make sure that your day, every day, has a mix of those three things but also more importantly, in the right order to get the most out of your day!

Define what are rocks, sand & water in your practice, and let your scheduling team member know what they are.

## **TIP #2**

### **Define a Daily Production Goal**

Doctor, I want you to think about this for a moment.

How can your team members help you get there if they have no idea where there is? If they don't have a goal, how can they help you achieve it?

One of the ways you can define a daily production goal is to see how you've been averaging for the last 3 months & stretch your goals a bit further & see how you can set up a daily production goal that helps you achieve that.

## **TIP #3**

### **Use Scheduling Time Blocks**

It's an important practice to use scheduling blocks to block time off & have them reserved according to the rocks, sand & water concept.

This encourages you to not only get familiar with planning in advance but also ensures you have consistency in having certain procedures into your schedule every day of the week. This way, you're going to consistently have productive days.

For doctors who are starting out in making their schedule work better for them, I would recommend you to start with 3 rock production blocks per day.

You can have 1 hour & a half block, & two 1 hour blocks, which makes 3 & ½ hours worth of time reserved for major production & you can fill in the rest as needed.

## **TIP #4**

### **Designate One Team Member to be Your Scheduling Coordinator**

You've heard the saying, If everyone's doing it, then nobody's doing it! If everyone does it then nobody's got accountability & responsibility for it.

Therefore, you need to have one designated team member to handle your scheduling. Of course, the other team members can help but you need to have one member that holds accountability & responsibility for it. It is very important to do this.

## **TIP #5**

### **Have a Scheduling Template Where You Can See a Patient Within One Week of the First Call**

Every dentist I know would always love to see as many new patients they can.

But not all can see them as soon as possible. Likewise, not every patient is willing to wait a long time to see you either.

This is why it's crucial to be able to work a new patient into your schedule within at least 1 week of their initial call. Ideally, we would want to see them within 3-4 days but if that's not possible, then you should at least be able to see them no more than 1 week out.

Doctor, since you are now working on blocking time off in your schedule, you can block some time in your schedule to accommodate new patients in as they come.

One way you can ideally approach this is by practicing a 48-hour release, where, if you are unable to accommodate a new patient into that reserved time slot, you can release it and fit in any other appointments & still have a fulfilled schedule ready to go.

I hope these tips helped you in mastering your schedule in your practice.

We discuss this topic and action steps in greater detail in episode #422 of The Thriving Dentist show. Listen to the full podcast for more in-depth information at <https://www.thrivingdentist.com/podcast-show/>