

## CHARLENE WHITE'S RECOMMENDED ACTION LIST

Directions: Check off the items that need focus in your practice. Set target dates and goals for each area today.

To Do List	Target Date	
_____	_____	1. Update office decor
_____	_____	2. Build a new office in a great location
_____	_____	3. Purchase an imaging system to be used at the initial exam.
_____	_____	4. Create an excellent new patient process.
_____	_____	5. Focus on team building.
_____	_____	6. Improve the compensation.
_____	_____	7. Plan fun events and attend continuing education courses with staff.
_____	_____	8. Review my treatment mechanics. Use new appliances that allow me to extend weeks between visits.
_____	_____	9. Take 2-3 courses per year to elevate my clinical skills.
_____	_____	10. Set up a marketing plan, budget plan and allocate time for the staff.
_____	_____	11. Focus on developing a referring office contact system.
_____	_____	12. Write goals for the year and share them with the team.
_____	_____	13. Plan continuing education programs for the local schools.
_____	_____	14. Take a leadership course within the next 6 months.
_____	_____	15. Take charge of my schedule and see patients 12 days per month.

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