

EP. 23 Elements of an Intentional Morning Huddle

Last week we talked about why you should have a morning huddle and this week we are going to talk about what should be included in your morning huddle.

Hopefully by now if you didn't have a Morning Huddle you have started one in your practice. Let's go through an ideal morning huddle.

- 1. Start on a positive note.** It can be anything from a positive review to acknowledging a team member who went above and beyond.
- 2. Rotate who leads it so it doesn't get stale.** If the same person leads it every day, it starts to get mundane.
- 3. Discuss the gap** – difference between the production goal and what is scheduled. What are you going to do to close the Gap?
- 4. Outstanding restorative treatment** – be proactive in looking for same-day opportunities!
- 5. Who needs perio charting** – This can be a huge time-saver!
- 6. Openings in the schedule** – Look at putting hygiene patients in the doctor's schedule and vice versa.
- 7. Changes in doctor or hygiene schedule**
- 8. Potential Problems with the schedule**
- 9. Emergency times** – Evaluate your schedule that day and let the front desk know the best times for emergency times that day.
- 10. New Patient Tour** – This allows you to get them back right away and the whole team can be ready to make a great first impression!

This is a good list to get you going, but remember, anything that is important and will help you be more productive should be mentioned. Don't say things just to say things.

Reevaluate your morning huddle. Is it intentional? Are there things you should and should not be discussing? Make sure it's engaging and not just going through the motions.