

INGREDIENTS FOR THE PERFECT

MORNING HUDDLE

1 KICK OFF THE DAY (2-3 MINUTES)

- Get the team excited to be there for the huddle.
- Team coffee/dance party - the list is endless.

2

TALK ABOUT PREVIOUS DAY (2-3 MINUTES)

- Celebrate three things that went well
- Focus on one goal for the month you are trying to improve (eg. increase hygiene reappointment rate or do more comprehensive exams)
- Assign a team member to champion that goal and talk about it in this portion of every huddle.
- Identify patients who left without scheduling another appointment

3

DISCUSS TODAY'S SCHEDULE (5 MINUTES)

Admin Team

- Identify special circumstances:
 - Birthdays
 - New Patients
 - Medical Alerts
 - Balances to collect
- Compare production goal with actually scheduled production
- Evaluate open schedule areas to be filled

Clinical Team

- Identify areas where extra help will be needed
- Evaluate opportunities
 - Unscheduled treatment
 - Unscheduled family members
 - Patients overdue for hygiene

4

PREPARE FOR TOMORROW (2-3 MINUTES)

- Identify holes in the schedule
- Check time-sensitive materials like lab cases

MOTIVATIONAL MINUTE (1 MINUTE)

- Show a funny video or inspirational quote

5



HERE'S A COLLECTION OF VIDEOS TO GET YOU STARTED!