



MORNING HUDDLE CHECKLIST

1. How did yesterday's schedule perform? Did we make goal? What needed improvement?

2. What is today's schedule going to be like?

A. Can we see emergencies? _____

B. Areas of too much time allowance or not enough?

C. Will we make our goal? _____ If not, what is needed?

3. Where are the upcoming schedule openings and what is needed on those days to make the goals?

4. Who are the new patients in today's schedule? What do we know about them?

5. What patients in today's schedule have undone or previously recommended surgery?

6. What is our strategy to speak with them? Who should say what?

7. What is our production so far this month?_____

Are we on track for this goal?_____ What can we do to get there?

8. Who in today's schedule needs to make financial arrangements?
