



## “How Efficient is Your Office Administration?” Worksheet

*This is an extra resource to go along with the original article:  
[Is your practice suffering from “double work”?](#)*

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You might think that you’re running your office as efficiently as possible—but you may be wasting time and resources without knowing it.

Here are a few questions that will help you identify potential flaws in efficiency:

### **Fill in the blanks.**

1. My administrative staff consists of \_\_\_\_\_ people.

*If your staff exceeds 2-3 people, consider how you can cut down. You may even be able to rely on one admin person!*

### **True or false?**

2. We have frequent miscommunications regarding paperwork at the practice.

T \_\_\_\_\_ F \_\_\_\_\_

*If true, consider switching to electronic medical records.*

3. Scheduling and confirming appointments typically takes an entire admin person.

T \_\_\_\_\_ F \_\_\_\_\_

*If true, consider using text messaging to schedule and confirm appointments.*

4. Administrative tasks are keeping me from reaching my goals.

T \_\_\_\_\_ F \_\_\_\_\_

*If true, consider how you might make more space for time and financial resources by cutting down on administrative tasks.*