



How Productive is Your Practice? Worksheet

This is an extra resource to go along with the original article:
[5 strategies for increasing your private practice's productivity in 2020](#)

Time-sucks and money-wasters aren't always so obvious.

To identify practices and processes that are draining your practice of valuable capital, complete this quick worksheet.

1. How many hours a week do your admins spend on scheduling?
 - a. 10-15 hours
 - b. 5-10 hours
 - c. 0-1 hours

Any practice can get to "C" by shifting to online scheduling.

2. How many times has your practice experienced any errors in paperwork or communication?
 - a. Too many times to count!
 - b. Only a few times
 - c. Almost never

Any practice can get to "C" by shifting to electronic paperwork.

3. Do you wish you had more time to focus on strategy and new innovations for your patients?
YES _____ NO _____

If "yes," then consider how you can integrate electronic systems into your practice to ease the administrative burden.