

# 15 Steps to GTRSD

Stop the Analysis Paralysis



- ▶ Vision Setting
- ▶ 10 or 20 Year Goal - (Tomorrow Activity)
- ▶ “If you don’t know where you’re going, chances are you won’t get there.” - Yogi Berra
  
- ▶ Who do you have to become to achieve this goal?
- ▶ Does this goal allow you to have the life you’re actually wanting?

# 1. Begin with the End in Mind

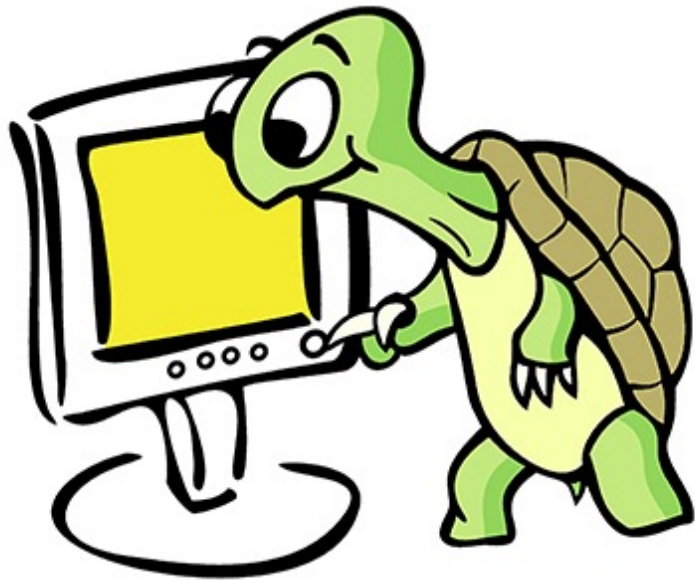
- ▶ Change is HARD
- ▶ Don't try to finish your Ops Manual in 1 month....finish a few systems each week
- ▶ Start with one piece of systemization
  
- ▶ Why is Change soo hard?
  
- ▶ Set Next Year's WIG Goals

## 2. Break Your Big Goal into Baby Goals



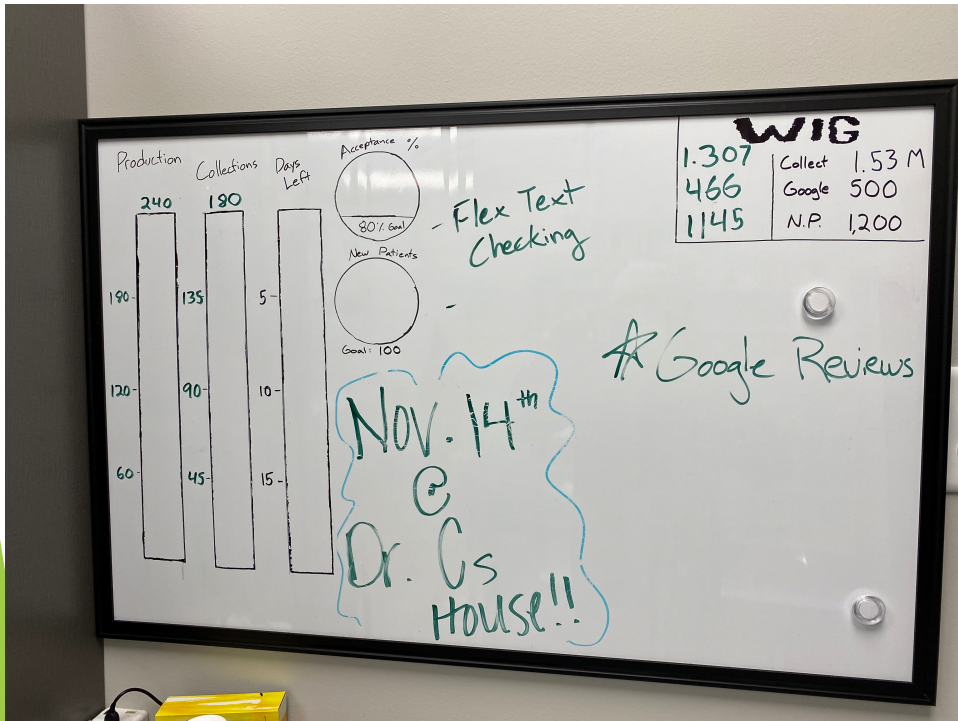
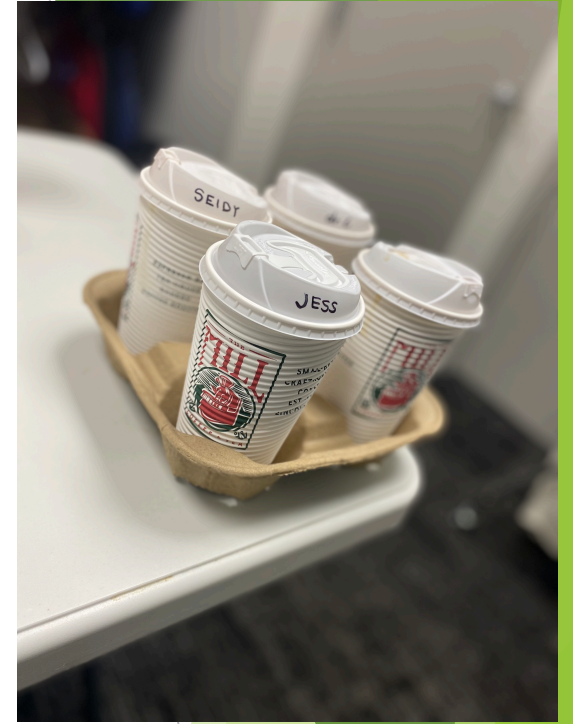
# 3. Remember, Slow and Steady Wins the Race

**IT DOESN'T MATTER  
HOW SLOWLY YOU GO ...  
AS LONG AS YOU  
DO NOT STOP.**



- ▶ Patience
- ▶ Habits- Small daily habits
  - ▶ 4 Futures Journal?
- ▶ Block off time when you are most productive
  
- ▶ Studies show: 52 minutes of work, followed by 17 minutes of rest
  
- ▶ Schedule the Whirlwind
  
- ▶ DO NOT MULTITASK

# 4. Celebrate Every Minor Victory



- ▶ Celebrate at Morning Huddle
- ▶ Start with Positivity
- ▶ Find numbers that support progress towards your goal, even if they are small improvements
- ▶ Random jolts of positivity: getting coffee for the office, snacks, a random bonus
- ▶ Inspiration is fleeting...keep reminding yourself of your goals

- ▶ You need to actually be doing something
- ▶ Strategy = ‘Systemization’
- ▶ Tactics = End of Day Sheets, Morning Huddles

5. Strategy is  
nothing  
without Tactics

# Download Daily Protocol Sheets

## 6. Daily Protocol Sheets/Checklists for All Positions/Meeting Agendas

File Edit View Insert Format Data Tools Add-ons Help [Last edit was made 10 days ago by Capital Dental Killeen,](#)

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MORNING CHECKLIST	<input type="checkbox"/> Turn on pumps
	<input type="checkbox"/> Turn on Tanks of Nitrous & Oxygen
	<input type="checkbox"/> Make sure water bottles are full and add capsules of water cleaner
	<input type="checkbox"/> Turn on TV/music in tx rooms, go to phone and pick relaxing station on 'Soundtrack' app
	<input type="checkbox"/> Turn on all lights, x-ray machines (including pano) in tx rooms/sterilization center/lab
	<input type="checkbox"/> Fill Ultrasonic with water and cleaner, package instruments when finished shaking
	<input type="checkbox"/> Empty clean Autoclave
	<input type="checkbox"/> Load sterilizer with dirty instruments that did not fit, packaged the night before, start if full
	<input type="checkbox"/> Set up for first appointment
	<input type="checkbox"/> Restock rooms if necessary
<input type="checkbox"/> Make up trays on clean side of sterilization	
<input type="checkbox"/> Check schedule for any conflicts/questions – prep for A.M. Huddle	

DOWN-TIME CHECKLIST	<input type="checkbox"/> Check schedule 2 days ahead and check to make sure they have paperwork, xrays, know their procedure
	<input type="checkbox"/> Send Post-tx text messages to check in on patients
	<input type="checkbox"/> Send post-treatment letters to referral sources
	<input type="checkbox"/> Enter in all used IV Medications
	<input type="checkbox"/> Ask front desk to help with Recall List and other duties
	<input type="checkbox"/> Restock rooms as needed
	<input type="checkbox"/> Go through office cleaning checklist

	<input type="checkbox"/> Check schedule 1 day/1 week ahead
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## 6. Learn from the Best and Brightest

- ▶ Look around the Room
- ▶ Habits -
  - ▶ Morning Ritual
  - ▶ Energy - what you eat, what you do, becomes who you are
  - ▶ Focusing on Fun-Relationships
  - ▶ Works STOPS sometimes
- ▶ YOU are the most important gear in the system, take care of yourself first



# 7. Live by The Rules

Core Values is another term for the rules you set

Each practice is different

What works in one place, will not work in another

Are you following your own rules- spending time with family, focusing on relationships?

Write down 3 RULES that you live by

# 8. Be Ready to Make Sacrifices

- ▶ Sacrifice:
  - ▶ an act of giving up something valued for the sake of something else regarded as more important or worthy
- ▶ That could be financial, time, giving up comfort
- ▶ Get buy-in from your loved ones so that you're on the same page as to WHY you're sacrificing X to get to Y



## 9. Watch out for Time Sucks

1

Keep a Daily To-Do List Front and Center in your life

2

Dis-engage with Facebook/Social Media

3

Block Sites that are Time Sucks

4

Watch out for the 'Do you have 5 Minutes?' Question

# 10. Efficiency is Your Friend

- ▶ At a certain point, you're in a race against time
- ▶ Try to do things everyday that save 15 minutes
- ▶ Find WHEN you work best...how you work best
- ▶ Make time to optimize that time

# Efficiency = Systemization

Download  
Print  
Laminate  
Post on your  
Wall

## The Elite Practice Manifesto Assessment Scorecard

Date: \_\_\_\_\_

Score: \_\_\_\_\_/35

### Pillar #1: Foundation

1.  We have defined the Mission Statement for our practice.
2.  We have defined the Vision Statement for our practice.
3.  We have defined our Core Values for our practice.
4.  We have posted these foundational principles in a prominent place as well as in the Operations Manual.
5.  We have made it an accountability for each team member to commit the foundational principles to memory.
6.  We ensure that each team member has committed to living and working by these principles while in the practice.

# 11. Find an Accountability Partner

Find an accountability partner

They know your  
WIGs

They know your  
Strengths

They know your  
Weaknesses



Hold Each other Accountable, weekly or daily texts

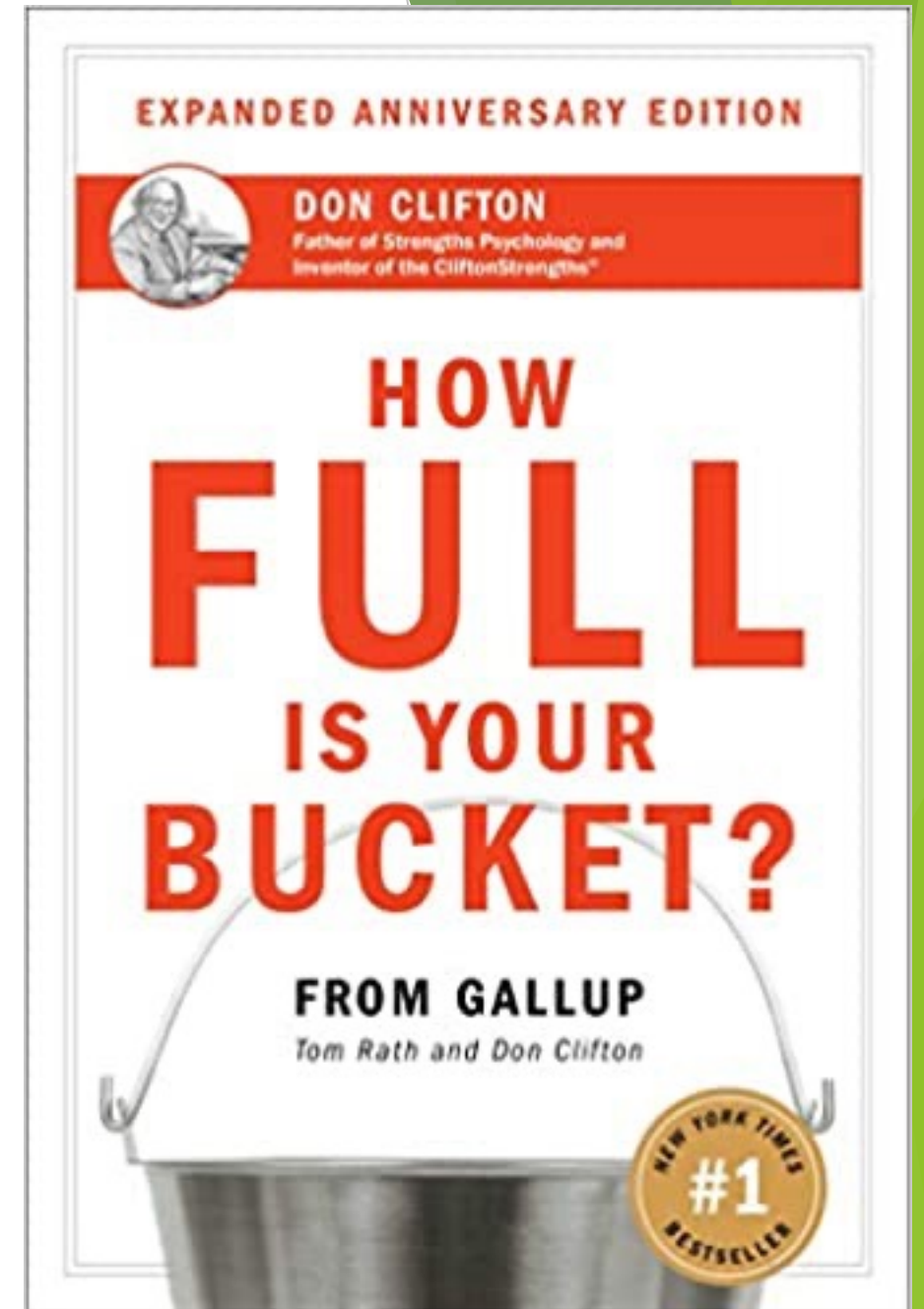
# 12. Know when to Take a Break

- ▶ Set Stopping points
- ▶ Working beyond exhaustion is counterproductive
- ▶ Your best- comes from a place of love and happiness....not tiredness



# 13. Fill a Bucket Today

- ▶ We all have a bucket
- ▶ When we treat others in a positive manner, we fill their buckets...but we also fill our own
- ▶ Your life can be cut short by 7 years from working for a negative boss
- ▶ Positive energy and confidence will have a larger impact than previously thought





# 14. Fail Fast

- ▶ If something isn't working after 90 days....change it up
- ▶ Stubbornly clinging to past beliefs is prohibitive
- ▶ Trial and Error is the way we LEARN

- ▶ All the self-help articles in the world can't help if you don't take action
- ▶ Every time you read an article or book- immediately apply one thing from that book, no matter how small
- ▶ Focus on Action, not Information

## 15. Get the Right Stuff Done

- ▶ Begin with the End in Mind
- ▶ Break Your Big Goal into Baby Goal
- ▶ Remember, Slow and Steady Wins the Race
- ▶ Celebrate Every Minor Victory
- ▶ Strategy is Nothing Without Tactics
- ▶ Learn from the Best and Brightest
- ▶ Live by the Rules
- ▶ Be Ready to Make Sacrifices
- ▶ Watch out for Time Sucks

- ▶ Efficiency is Your Friend
- ▶ Find an Accountability Partner
- ▶ Know when to Take a Break
- ▶ Fill a Bucket Today
- ▶ Fail Fast
- ▶ Get the Right Stuff Done



# Get the Right Stuff Done

- ▶ Success
- ▶ Leads to the Undisciplined pursuit of MORE



Focus = Less, but more Important



Success at the things that have Meaning



Achieve our Goals

# 15 Steps to GTRSD

