

ADMINISTRATIVE TO DO'S FOR DOWNTIME

Have a few extra minutes? Check off these admin To Do's!

Each one should take less than 10 minutes to complete.

- ☐ Fill Schedule Gaps With People on Your Waitlist
- ☐ Follow Up With People Who've Missed Appointments
- ☐ Run the Inactive Clients Report
- ☐ Check Email & Voicemail
- ☐ Send SMS or Email Follow-Ups for Outstanding Invoices
- ☐ Review Your No-Show Policy
- ☐ Print Out [Customer Service Tips](#)
- ☐ Review Appointment Reminder Messages
- ☐ Call a Supplier & Try to Negotiate a Better Price
- ☐ Update Email Signatures
- ☐ Scan Some Paper Files
- ☐ Clean Your Desk
- ☐ Book Out Your Next Holidays
- ☐ Read Current Industry News, or Visit an Industry-Related Social Media Group
- ☐ Review & Update Practice Contacts in Your [Practice Operations Manual](#)
- ☐ Review Your Subscriptions
- ☐ Review & Possibly Change the Music in Your Practice
- ☐ Walk Around Your Practice With Fresh Eyes & Consider What Could Be Improved
- ☐ Check the Parking Lot or Entrance Where Clients Arrive