

Seven Daily Steps To Succeed In Practice

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Organization is the underlying structure essential to creating a dynamic, responsive, customer service oriented practice, producing quality patient care. Once the organization and systems are in place, the opportunity for maximum creativity and dynamism is produced. However, in order for the daily practice performance to be optimally successful, the doctor and his or her team must be *prepared*. The more prepared a doctor and team, the more natural, dynamic, responsive and effective the team will be in providing exceptional, patient-centered care all the while creating a relaxed, comfortable and enjoyable environment for patients.

To best prepare for the day, I offer the following seven daily steps. I suggest you follow this list, or one you create that is ideally suited to your platform and goals (if you have established them of course). Employ these steps every day for a minimum of 6 months to ingrain these success habits before changing them. Most successful doctors develop a routine; this one is *time tested and very effective*.

1. Rise early and "BEAM"

- a. **Breathe**. The ancient Samurai culture arose to the rising Sun, and exercised their heart and lungs with a series of "power breathing" exercises. This increased oxygen and circulation helps prepare you and your physiology to meet the day fully engaged.
 - b. **Express** gratitude for all you have currently, and for the gifts and skills you have been graced with that will allow for greater success in the future.
 - c. **Affirm** your goals, and what you stand for, as well as how you will help the people you serve.
 - d. **Motivate** yourself, and prepare to motivate your team, based upon your platform and your passion. Become an ever more passionate chiropractor, and strive to help, teach and inspire others.
2. **Read** for 20-30 minutes each morning. Choose inspiring literature and research. Commit to life long study, and life long

learning. As you read, let the creative juices flow, and write down your thoughts, and any ideas that stem from reading. (If you are looking for books to read, go to my website for my book list. http://www.chiropracticmentoring.com/recommended_books.php)

3. **Write** your thoughts, plans and ideas; concepts and action steps...but whatever you do, *write*. It is very healthy for your brain development. It will keep you sharper, ideas will germinate and grow into action steps and an infinite number of other opportunities will be formulated from your writing.
4. **Study your patient schedule.** Every day you should leave your practice with a copy of your exact schedule for the next day, or when you have two shifts in a day, the schedule for the next patient care period. This should also include any phone calls you need to make, and any other pertinent reminders relevant to patient care and interoffice communication. You must study your schedule. What is important to each person you will see? What was your conversation on their last visit? Are they progressing as they should, *as they expect to improve*? What about them could you explore more deeply to help them understand the relationship between their condition, their life, and your care? In addition, you must look at and apply the concept of "6 degrees of separation" to your patient schedule. Who knows whom? You must note the interconnectedness of each and every person on the schedule. You must know whom you are treating, as well as who they know in order to maximize the opportunity to help more people with your care.
5. **Focus** on your plan, your goals, and your agenda. Do not imitate others, nor allow yourself to be distracted by the actions, successes or failures of others. Do not attempt to live out anyone else's agenda, system or plan. Be sure you constantly assess and re-assess in order that you can optimize your function in the office.
6. **Know your weight;** be humble and powerful, never take anyone, or your own skills or current level of success for granted. Repeat step 1b above...*often*.
7. **Arrive prepared.** Physically, emotionally, mentally and in a spirit of focus and dedication to a cause bigger than yourself. Be fully present in mind and body to serve the public. Lead them and teach them in a way they can understand, respectfully, and in the spirit of those great chiropractors of the past.

Start implementing this routine immediately. Repeat daily. The effects are cumulative. Enjoy.