

ExecTech

Tips and Ideas Weekly Fax Letter

Time-Management Guideline 45 Ways to Control Your Time



ExecTech's Time-Management Guideline

45 Ways to Control Your Time

The following time-management techniques are proven to help practice owners take control of their time. This list of recommendations, which started in 1998 with 15 recommendations, has evolved and expanded to the current 45.

1. Buy More Clocks

Becoming more aware of time is the first step to controlling it. This is why Las Vegas casinos have no clocks. Casino owners do not want you to know how much time you are spending. There are no clocks on the walls nor on the employees' wrists. There are no windows in casinos for the same reason. An entire day can float by without you knowing it.

If your treatment rooms have clocks staring you in the face, you're less likely to waste time chatting about golf when you should be treating. Time will not easily get away from you.

Inexpensive battery-operated clocks have computer chips in them, so they stay on time. Buy one for every room you work in. Position the clocks so you can see them at all times.

2. Leave Your Staff Alone

When you give people jobs, let them get on with it. Watching over their shoulders does not increase productivity. Micro-management wastes everyone's time.

Ask yourself, "What do I really want from this person?" Every job should have one major priority.

For example, what do you really want from your receptionist? Every office is different. Maybe you want "Ninety percent of the patients to show on time" or "A well-organized front desk" or "\$3,000 production per day." Make it crystal clear to the receptionist what you want.

When you get the result you ask for, praise the staff member. Never nag about the details. You will both find more productive ways to spend the saved time.

Leaving staff members alone can be difficult. But you save time if you let your staff learn by their mistakes, not through your criticisms. You're not paid enough to do everyone's thinking.

3. Create a VIP List

Never take a phone call while treating patients unless the caller is on your VIP list.

With a VIP list, staff members no longer need to stop their work, track you down, wait for your decision and so on. Instead, have them take messages from non-VIPs and get on with their other work.

Who are VIPs? Patients and other doctors who refer a lot of business to you; a specialist who is treating an important case of yours; important advisors, friends and family members. Anyone you need to talk to immediately.

Everyone else can wait.

Tape the VIP list near the front desk telephone. It may only have one name, like your spouse. It may have 25 names. You decide. Keep the list updated.

Whenever a VIP calls, the staff member must track you down. "Doctor, I'm sorry to interrupt you, but that urgent call you've been expecting just came in." The VIPs are impressed with your fast attention.

4. Spend Your Time like Money

You probably keep good track of how you spend your money. How about your time? Do you know where you spend it each day? Do you spend your hours recklessly?

One benefit of our tax system is you must track your spending. If you fail to track your expenditures, you pay more taxes. The same benefit occurs when you track how you spend your time.

Keep a time log for one week. Learn how you actually spend your time. For example:

7:30-7:50 Drive to office

7:55-8:01 Listen to messages

8:05-8:15 Staff huddle

Even a generalized time log is useful:

7:30-8:30 Drive to office, prepare for day

8:30-12:00 Patients

12:00-1:00 Calls and mail

You can then decide where to spend your time, just like you budget your money. You can see the time you waste, duties you should delegate and activities you can shorten.

If the example time logs above were yours, you might be surprised to learn you spend an hour returning calls and reading mail. As a result, you might cut this to 30 minutes and earn 30 new minutes to see an extra new patient

Track your time expenditures until you create a schedule that is best for you.

5. Invest Your Time like Money

When you know how you spend your time, you can also invest your time to create extra time.

For example, investing 6 hours to write a job manual earns 50 to 100 hours you would otherwise spend explaining the job over the next 10 years. Instead of explaining, you can say, "Look at the job manual I wrote."

Ten hours spent finding and installing a new piece of equipment, which saves you three minutes on a procedure you do six times per day, earns you 78 hours per year—a net gain of 68 hours the first year!

If a duty is frustrating for you or takes too long, some part of that duty is probably a waste of time. Shell out a few hours to solve the problem, once and for all.

6. Budget Your Volunteer Time

While you should be flattered when groups ask you to donate your time to worthy causes, you only have so many hours available. Whether you provide free care, leadership skills, speeches or other work, you need to budget your volunteer time.

Decide how many hours per month you want to donate and stick to the plan.

Saying "no" to requests for your help can be difficult. You do not want to lie nor do you want to appear cold-hearted. Try this statement:

"I appreciate your invitation to _____. I would enjoy doing it if I could. Unfortunately, I have only so much time available. There are many worthwhile projects I'd like to do, but I can't take on another one just now. I couldn't give you the attention your project deserves."

If you do not do any volunteer work, give it a try! You feel more alive and useful if you spend some time helping your local church, school or community.

7. Eliminate Paperwork

An ExecTech client had stored every professional journal, newsletter and magazine he had received since 1961. "I worry I might need them some day." During a consulting meeting, he realized how useless his stacks were and agreed to toss them out. His old material nearly filled a dumpster.

He later told his consultant, "While I was throwing out those old journals, I realized I was stuck in the past. Getting rid of all that stuff helped me get focused on the present. It was a relief!"

Toss out as much paper as possible. Ask these questions before keeping something:

- Is there a legal or tax reason to keep this?
- Would keeping this item help me achieve my goals?
- Would it be difficult to get this magazine/article/form again?

If you answer "no" to each question, toss it. And toss anything you have not used in the past year.

A desk piled with mail, files and old paperwork is a time waster. You lose time while trying to locate lost items and other people's work is stopped by your inaction. You can probably attack a messy desk or closet and toss 50%, delegate 20%, file 5% and complete the remaining 25%.

8. Categorize Your Actions

Mixing activities slows you down and wastes time. For example, if you treat a patient, talk to your supplier, fix a computer bug and return another patient's call all within the same twenty minutes, you might get sloppy, stressed out or mixed up.

When you organize your activities into groups, your attention is better focused and you get more done in less time

For example, when treating patients, do nothing else. Have your receptionist tell non-VIP callers you return calls at two specific times each day. "Dr. Green is treating patients right now and will be happy to return your call at 12:15 or 3:30. Which is best for you?" By keeping your attention focused on patient treatment, you get more work done and provide better service.

When returning calls, do nothing else. When doing paperwork, do nothing else. When meeting with an employee, do nothing else.

You will do each job with more speed and less stress.

9. Control Time Thieves

Time thieves steal dozens of your minutes by saying, "Got a minute?" "Can I ask a quick question?" "I only need a few seconds."

Ten minutes later you have accomplished nothing and the thief is still wasting your time.

Are you afraid of being rude so you patiently listen to everything? Maybe you lie and say, "Let me get right back to you." Perhaps you get frustrated and scream, "NO, I DON'T HAVE A MINUTE!!"

Try stopping time thieves with one of these statements:

- A. "It would be much better for me if you would put this in writing. Could you do that please?"
- B. "Can we talk on _____ at _____? Then we can take all the time you need."
- C. "Would you mind talking to _____ about that? I'd have to repeat everything you said and don't want to get it wrong. She'll take care of it for you."

All three statements allow you to continue your work without causing anyone to be upset.

10. Never Be Late

Perhaps the most significant change you can make to take control of your time is to become a model of punctuality. Use self-discipline to be on time, every time, without exception.

Punctuality requires desire, attention and planning. You must want to be on time, must pay attention to a clock and must plan for barriers to your time goal. Perfect punctuality is not hard to do once you decide you will no longer give excuses for being late.

Being late does not give you a big-shot image. Only idiots believe they impress you if you must wait for them. Being on time shows you are in control of yourself.

Other benefits:

A. People respect your time because you do not waste their time.

B. You can demand others be on time. Bosses who are always late have a hard time making their employees arrive on time. Staff members who are always late cannot easily demand patients arrive on time.

C. If you keep your promise about showing on time, people are more likely to believe they can trust you with bigger promises.

11. Go to Your Hideout

You can catch up your reports, read your journals or enjoy some peace if you have a private work space. When no one interrupts you, you can get your momentum going and quickly accomplish a great deal of work. You can do a more thorough, professional job when you start and finish a project without stopping. The best hideout space is quiet, comfortable and totally under your control.

Your hideout can be in your office, but only if you have a policy that no one can knock or walk in if your door is closed. Turn off the telephone and focus on whatever you need to do. If you can hear people talking through the walls, turn on a fan or play music so they don't distract you.

Your hideout may be a home office. Make the room your own and don't share it. Get your family members to agree to not disturb you. Lock the door, unplug the phone and tackle your work.

Even though you are the breadwinner, you might have to rent a small office to create your hideout. Rent a space near your home or office. If no one can find you, they can't disturb you.

You deserve a hideout. The saved time justifies any cost for the space. Fast thorough and efficient work improves your morale. The peace and quiet lowers your stress.

12. Less is More

If you are constantly behind in your work, unhappy with your accomplishments or feel overwhelmed, perhaps you have bitten off more than you can chew. If you have more than you can handle, and cannot delegate it, you may need to accept the fact that you can't do everything as quickly as you want.

Look at your most urgent tasks. Are they really that important? Can you do them later? Can you change the deadlines?

Reorganize your life. Decide what really matters. Look at the big picture.

Of course, you can eventually accomplish anything you want. Major tasks can be broken down into manageable projects and daily tasks. As you complete small easy tasks, recognize that you are making progress.

13. Speed up

Speed records are often set just before you go on vacation. You get focused, you work quickly and you complete every task on your to-do list. Vacation preparation proves that if you work as fast as you can all day, your accomplishments can double.

Do not equate the amount of time you spend with the quality of the result. You can accomplish a good result with speed.

Find ways to speed up patient procedures. Many patients want to finish and leave as soon as possible, but don't want to offend you or mess up their care by asking you to hurry.

Move faster. Walk faster. Talk faster.

Set an example of a fast worker and your employees and patients will pick up their pace as well.

14. Do Not Pollute Your Time

Time pollution is much worse than mere time wasting. A bad reaction or bad habit can cost you hours to make up the damage.

For example, you tell a patient, "If you would stop your stupid whining for a second, maybe I could do my &#\$% job!" As a result, you lose the patient, the patient's family and the patient's friends. You waste time trying to collect the fee or end up explaining the problem to a lawyer. You would have been better off watching television that day.

If you can only talk to your staff for five minutes each morning, don't pollute it by nagging and criticizing them. If you can only spend an hour with your family, don't spend it on arguments.

Common time pollutants include:

- Blaming others
- Seeking revenge
- Criticizing yourself
- Avoiding responsibility
- Losing control of your emotions
- Drinking too much alcohol or abusing drugs
- Getting caught up in personality conflicts
- Proving someone is wrong
- Acting petty and childish

You must also prevent others from polluting your time. If you associate with people who criticize you, give you stress or make you unhappy, you not only lose the time while with them, you waste time thinking about them afterwards. Resolve the conflict, one way or another, and move on.

15. Delegate

Signs of delegation problems:

- You are overworked
- You make the small decisions
- Staff members avoid taking responsibility
- Staff members are bored, unchallenged or underutilized
- People constantly interrupt you with questions
- Good employees leave for better opportunities
- Your associates are unhappy
- Your profit level is stuck
- Small parts of your job cause a big part of your stress

Make a list of all your jobs, duties and responsibilities. Plan to delegate all but your 1 to 2 most important jobs. Write down who will take over each duty and turn over the easiest jobs first.

Some of your staff members will catch the ball, some will drop it, some will throw it back to you. If you are patient and appreciative, you will build a true team.

The time you take to write job descriptions and procedure manuals is an excellent investment. A true joy in management is handing a manual to an employee and getting the expected results without much of your time. If the employee fails, you get someone else and hand the manual to him or her.

When you delegate responsibility properly, you earn several benefits. Much more work gets done. You issue fewer orders to your staff. They make decisions in a way that you would make them.

Best of all, your time is freed up for more profitable, interesting activities.

16. Apply the 80/20 Rule

Eighty percent of your accomplishments may come from only 20 percent of your efforts. If you isolate these valuable activities, you can skip the less important tasks.

Keep a log of your daily activities for a few days. Identify which activities lead to significant accomplishments and which do not. Reorganize your priorities accordingly.

For example, you might find a few extra minutes with your best referral sources or your top employees lead to significant production improvements, while long telephone chats with buddies lead to nothing.

17. Cut out Activities You Do for Status, for Admiration or from Peer Pressure

Personal status or glory is useless. Like a drug, it makes you feel good for a few minutes. But you cannot pay bills with it. It does not help your patients or your employees. It hurts you as you depend on others for your happiness or feeling of self-worth. Seeking admiration wastes time (and money).

Instead, use your time for valuable results. Examples: happy patients, collected income, better-performing employees, a new technical skill.

18. Be Realistic

Do not fool yourself about the amount of time it takes to complete a task or a procedure. When planning your schedule, do not try to control your time by scheduling too little time for individual tasks.

For example, if you need three hours to do your weekly reports, do not schedule two hours.

It helps if you think tasks through before starting them. You can spot and prepare for problems before they come up.

Realistic planning makes for faster task completion.

19. Stop Being a Perfectionist

Why waste time on petty, useless details that no one cares about? For instance, If you spend an hour writing a report and another hour rewriting it, the first draft may have actually been fine.

Routine tasks do not need to be perfect. If no one cares if a task is perfect, and it makes no difference in the long run. "Good enough" often is.

Learn to end things. Move on. Value doesn't need to equal the time spent.

Produce valuable results, not the most perfect results attainable by humankind. Professionalism does not always mean perfectionism.

20. Stop Explaining and Start Writing

If you give the same instructions to different patients or employees, put them in writing. Patient-education brochures or employee job manuals are enormously valuable. The time you spend to create them fits well within the 20 percent valuable work category (see Recommendation #16).

What directions do you give to more than two patients per month? Write a flier to thoroughly cover the subject, once and for all. The time investment pays off quickly.

What do you constantly tell employees or wish employees would change? Thoroughly explain what you want in writing.

21. Take Your Own Calls

Believe it or not, call screening by staff does not save time. Staff members waste time taking the same messages, over and over. You and your staff waste time discussing callers and relaying messages. Despite your avoidance, many callers persist until they reach you anyway.

If you are treating patients, have your staff members forward the call to your voice mail box/answering machine. Or they can ask callers to call back between certain hours. VIP callers are handled differently (see #3).

If you are not treating patients, take the call. Be willing to listen to anyone for ten seconds. Who knows? Maybe they will say something that interests you.

If you don't want to speak to the caller, just say so. "No thanks. I'm not interested." Or "You need to speak with _____." Most will never call you back. If one idiot gets rude or calls again, despite your polite refusal (very rare), bang the phone and say, "STOP CALLING ME!" One second of anger goes a long way.

Many big business CEOs love to operate this way.

22. Conquer Procrastination

Whenever you put off something you should do, you waste time thinking about it, worrying about it, answering questions about it or working around it.

For example, falling behind in your patient reports stops the billing process and costs you thousands per year. You lose time discussing the backlog. You do not get to use the money owed to you. Your staff wastes time working around your delays.

Putting off an easy project makes it harder. Putting off a difficult project makes it nearly impossible.

Be honest with yourself. If you are procrastinating, don't make up excuses.

Set and meet some deadlines and enjoy your well-deserved leisure time and pride.

23. Delegation Goes Down, Never Up

Staff members sometimes try to pass parts of their job up to you. "Doctor, the copier is jammed and you are really, really good at fixing it. Do you mind?"

You must say, "No!" to doing others' work if they are capable of doing it—even if you enjoy doing it and can do it better and faster than anyone else.

Decide what you will do based on your needs and goals.

24. Do You Enjoy Your Work?

For example, people accomplish a great deal of work just before they leave on vacation. They can do this because they are excited and cheerful.

When you dislike a task, it can take forever. When you can find joy in your work or just do work that you enjoy, you set production records.

If you dislike your work, make changes, no matter how drastic, until you like it.

25. Get Rid of Possessions

Possessions eat time. Cars, boats, big houses, swimming pools, vacation condos and so on all require time to maintain them. Even if someone else maintains your possessions, or they are just in storage, you still must spend time to manage them.

Just owning a possession can make you feel obligated to use it. For example, you buy an expensive set of golf clubs and then feel guilty when you never go golfing.

Many wealthy people find their possessions take over their lives. When they get rid of most of them, or just rent what they need, they have more time and freedom.

26. Assign Priorities to All Tasks

Time management is really priority management.

You can assign priorities based on goals. What do you want to accomplish this month? This year? To reach these goals, what should be your three highest priorities each day? Schedule for these priorities and then work in everything else around them.

You can assign a priority level based on problem potential. If it doesn't matter if you do the task or not, it's not a priority. If you would have big problems if you did not do the task, it's a priority.

You can also assign priorities by listing everything you need or want to do today. Then ask, "Which are the three most important tasks on this list?" Do those three first.

27. Inoperable Equipment Wastes Time

A machine is inoperable if you must coax it to work, if it constantly needs repair or if it only works from time to time. If a piece of equipment is too difficult to operate or does not perform its task as expected, it is wasting your time.

If something is inoperable, fix it once and for all, learn how to use it properly or replace it.

Make all of your machines and equipment operable.

28. Inoperable Employees Waste Time

If one of your staff members cannot or does not do his or her job, you are wasting time and money. Some people just cannot learn to do a job properly. They repeat mistakes, produce low-quality results or do not do enough work.

Just like inoperable equipment, they need to be fixed or replaced.

When you are surrounded by people who do their jobs properly, you save time and your group's productivity soars.

29. Learn to Say "No"

Can certain people get you to do whatever they ask? Do you ever regret agreeing to do something for someone? If so, you need to learn how to say "No."

A consultant or coach can role-play situations with you. He or she will ask you to do things, demand you do things and plead with you to do things for them.

Say "No" to each request until you can do so easily and cheerfully.

You will then earn many new hours for things you want to do because you can say "No."

30. Give Clear Instructions

Vague, wishy-washy directions, orders or requests waste everyone's time.

Instead of saying, "Don't you think you should clean up your desk," you say, "Clean up your desk, okay?"

Instead of, “If possible, can you try to arrange things so that you can leave early enough to be on time for your appointment next week?” you say, “You need to show up at 11 A.M. on Tuesday next week. Can you do that?”

Put your instructions in writing, especially with staff members. Include details so you don’t need to explain anything. Give each task a deadline as well.

Follow up and require compliance. Once your employees or patients learn you mean what you say, and will not tolerate non-compliance, they will cooperate more easily and require less of your time to manage.

31. Reduce Paperwork Time

Every practice owner can reduce paperwork.

You can delegate it. Tape record it for someone else to type. Use a high-tech computerized system. Even voice-recognition software is working now.

If you use the same format or wordings, you can create a form or template. You can create a master report to cut and paste in a computer.

You can create a new habit and complete paperwork immediately. For example, highly-efficient doctors take an extra minute after each visit and complete all the documentation they need, right on the spot. You can read what you are writing while the patient sits in front of you. He or she might even prevent you from making a mistake.

Some paperwork is unnecessary. You may be wasting time on trivial, useless details. For example, you only need to document what is needed for sufficient information to treat the patient, collect the fee or cover yourself for malpractice.

32. Turn off the TV

Television can waste more of your time than anything else you can do. If you find yourself watching TV when you should be working, you’ll never get ahead. Learn to turn it off.

Television is less important than family, marriage, patients, success, health and happiness.

Violent or disturbing TV shows do not help you in any way. Why let these shows ruin your mood? Instead, restrict your TV time to shows that educate you or make you cheerful.

Commercials are also a complete waste of time. By using digital video recorders, available with all cable and satellite services, you can enjoy a one-hour show in 40 minutes.

Decide how many hours of television per week are acceptable to you. Enforce this decision as a policy. Sooner or later, you and your family will find more joy in your lives.

33. Ignore Other Peoples’ Business

Listening to a patient describe an irrelevant personal problem is not part of your job. Stopping your work while someone complains or moans about irrelevant issues is a waste of time. You don’t need to know all the gossip or personal news.

Learn to control people’s communication. Listen and acknowledge. Change the subject. Ask a question. Stay in control.

34. Strengthen Your Self-Control

Do you already know what you need to do to take better control of your time?

Time management is often just a matter of self-management. You know what you need to do and you know the most efficient way to do it. You simply don’t get it done.

You can control every aspect of yourself. You are the one who moves your hands, your legs and your mouth. You are not a robot under someone else's control.

There is no temptation greater than your self-determinism. You are not a slave to anything unless you want to be a slave. You always have a choice.

Laziness is easy to conquer, if you have enough desire. You have an unlimited supply of willpower and energy. Simply decide on an objective and use as much willpower and energy as you need to accomplish the objective.

You and your decisions are, by far, the most powerful influence in your life. Accept this fact and you will find controlling yourself is not difficult.

35. Reward Yourself

Odds are good you already penalize yourself with self-criticism, guilt trips and forced labor. Why not also reward yourself?

Why do football players play the game? Why do they deliberately hurt themselves? The reward of course! They love the joy of being part of a team, the screaming fans, the feeling of accomplishment.

What can you give yourself for completing all your work today? What would make it all worthwhile?

Sometimes the reward is built into the task. If it excites you, you'll do it much faster.

If there is no benefit or reward that turns you on, invent some rewards until you feel motivated.

List your biggest incomplete jobs. What are the benefits you will get from completing each?

What extra incentives can you give yourself?

When the reward is big enough, you will complete the task it in record time. You will endure the pain. And you will have more fun!

36. Do Your Paperwork Right Now

A pile of charts on your desk means you mistakenly believe it's more efficient to do all your paperwork in one sitting. Yet statistically, it adds 30-50% more time to do it this way.

Because the appointment is not fresh in your mind, you can forget to write important details. You waste time trying to remember what you saw and heard at each visit; what you decided and what you told the patient. For example, you confuse Mrs. Green with Mrs. White or you can't read your notes for Mrs. Black.

If you update each patient's chart during or immediately after the visit, everything is fresh. You know all the details. Updating the chart, or even dictating a report, in front of the patient has several advantages.

Your patients get more involved. They feel less concerned about what you write about them. It confirms what they told you. It reminds them what you explained or recommended. You give a better service.

To do this, you may need to add a few more minutes to some of your appointments. Yet in many cases, you can do it instead of chit-chatting.

37. Eliminate Social Chit-chat

Do you believe you must give each patient a two-minute chat session at the end of every visit?

If so, you may not realize many patients would prefer to just leave, but do not want to offend you.

Ask, "Is there anything else?" and watch the patient's body language after he or she says, "No, that's all." If he or she starts to leave, stay out of the way.

38. Do Three Things Before You Leave for the Day

A. Clear your desk. Leave it orderly and ready for new business.

B. Plan tomorrow's activities. Ensure your plans will move you one step closer to your goals.

C. Prepare for tomorrow. Write down your action plan or to-do list for the new day. If you use an electronic organizer, enter the tasks in it. Be ready to hit the ground running!

By wrapping up the current day and planning and preparing for tomorrow, you reduce stress and will better enjoy your time away from the office.

39. Take Advantage of Your Driving Time

As long as you can safely drive your car while using a hands-free cell phone, you can use your driving time to check your voicemail and return your calls. Call your patients and colleagues. Discuss issues with your staff members, especially if you won't have time when you reach the office.

Another idea is to use a digital voice recorder to capture ideas, record reminders and dictate letters. If you do not have a digital recorder, most cell phones include simple voice recorders. You can even call your voicemail box and record messages for yourself.

40. What Is the Best Way for You to Spend Your Time Right Now?

If you are wasting your time without realizing it, you will feel stressed, uncertain or confused.

Yet if you know you are doing the best thing you can be doing right now, at this moment, you feel more purposeful, more confident and more energetic.

The optimum use of your time might be to treat a patient, make a call or take a nap. You decide. It does not need to be the most perfect decision in the universe, just the best decision you can make right now.

Boost your personal power by asking yourself, "What's the best use of my time right now?" . . . and then act on it!

41. Meet Your CE Requirements Without Traveling

Although it's fun to travel to Las Vegas, Atlantic City or Costa Rica, you can save days of time by doing your continuing education at home.

You can learn whatever you like, start whenever you like and learn about the latest technology, while wearing your pajamas.

Search the web for medical or dental "online continuing education" to see your lists of options.

42. Delegate the Decisions

When you delegate a job, delegate all the decisions surrounding that job, and then refuse to make the decisions. Your staff members and associates must then live with their decisions and are, therefore, more committed to their personal success.

For example, your assistant asks, "Should I copy this on blue or pink paper?" You say, "What do you think?"

Or your associate asks, "Should I dismiss this patient?" You say, "What do you think?"

In both cases, as long as the decision is not bad, validate it. "Sounds good. Go for it."

43. Make Patients Arrive on Time

Insist on a precise schedule. Start each patient on time, no matter what it takes. Your patients will be delighted, amazed and impressed.

If you have a busy office, write and issue a policy that if a patient is more than ten minutes late, the patient has to reschedule or wait until the end of the day.

44. Choose Your Battles

You are a dreamer who constantly thinks of great things to do.

However, you will never do everything on your “to do” list. You will never accomplish everything you want to accomplish. Your lifetime dreams will always be greater than your lifetime.

Select the dreams, projects and desires that are most important to you. Use all your resources to achieve them. Leave the other wonderful activities alone, for now.

45. Manage Your Practice “On the Cloud”

Cloud computing simply means your appointment book, patient records and billing functions are not in your computer, but on the internet. Online practice-management systems fees range from \$10,000 per month to less than \$300 per month. If you don't mind advertisements, a couple systems will soon be free!

Once you move your practice information to the cloud, you can access and manage your schedule, your patient information and your practice information from anywhere in the world using your home computer, laptop, iPad or mobile phone.

Online data systems use sophisticated security and backup systems so your patient and practice data is always protected. Governments, banks, hospitals and businesses, even ExecTech, have been using the computer cloud for years, with tremendous success.

Once you get used to the idea and take the plunge, you will never look back. You'll love how easily you can review and update your schedule, patient information and billing statistics. You and your staff can access every record, statistic or detail with just a few clicks.

Instead of running like a mouse in a wheel, your computer mouse will put you in control of your practice, and your time.

Information About ExecTech

Learn how ExecTech can help you increase your profit, reduce your stress and reach your goals. Visit www.exectechweb.com for more information, or contact the office nearest you.

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