



# Post-Meeting Action Plan

You've invested your time and money into this educational event... now it's time to implement some of those pearls or elements which inspired you once you get back to your practice sooner than later!

Use worksheet to write three new ideas you would like to bring to your practice.

**Keep in mind the SMART formula: Specific, Measurable, Attainable, Realistic, Timed**

Example:

Milestone 1: I want to develop **protocols for my staff** to create consistency and strong standard of care; and I want it to be completed in **90 days**.

Action Item 1: I will review my patient data and create a list of the three most common conditions I see.

Action Item 2: I will develop a list of tasks and patient questions (protocols) for each common condition.

Action Item 3: We will test 2-3 protocols at a time, and adjust until we have a leading protocol for each.

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## **PART 1: The three things (milestones) that would make the biggest impact on my practice after this meeting are:**

Be sure to provide a deadline goal for when you would like each milestone to be achieved/completed.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

## **PART 2: Breaking down your milestones.**

List the action items you are going to do to ensure you achieve each milestone.

### **Milestone 1**

Action Item 1. \_\_\_\_\_

Action Item 2. \_\_\_\_\_

Action Item 3. \_\_\_\_\_

### **Milestone 2**

Action Item 1. \_\_\_\_\_

Action Item 2. \_\_\_\_\_

Action Item 3. \_\_\_\_\_

### **Milestone 3**

Action Item 1. \_\_\_\_\_

Action Item 2. \_\_\_\_\_

Action Item 3. \_\_\_\_\_