



## Management Tools and Troubleshooting **Implementation Points**

*NOTE: This write-up is being provided as suggestions and ideas from which to apply the seminar information to your office. This is not to be taken as a guarantee that the information provided is appropriate to your practice. Each practice is individually responsible for ensuring that any system implemented complies with the applicable federal, state and local accounting, tax and employment laws, rules and regulations governing the place in which your practice is located. These suggestions do NOT constitute legal or accounting advice. You should seek advice from your own accounting and legal advisors as to what is appropriate to implement in your practice, prior to implementation. MGE: Management Experts, Inc. is not responsible for any claims, real or otherwise, associated with this document or any part thereof.*

**What follows is a summary list of implementation points from the seminar this weekend. Contact the Practical Department at MGE if you need any help or have any questions about these.**

- \_\_\_\_\_ 1. If you're not already doing so, begin graphing your outflow. This should be a weekly graph.
- \_\_\_\_\_ 2. Work out an outflow plan for the next quarter (newsletters, letters, etc.) that will:
  - a) Ensure your outflow is going up regularly on a weekly basis.
  - b) Have the office outflowing consistently.

Make this quarterly outflow plan a regular activity.

- \_\_\_\_\_ 3. Review the drill in which you worked out if there were any hidden hats you were wearing. Get the people who should be wearing these hats wearing them. Do this monthly as per the seminar materials.
- \_\_\_\_\_ 4. Break down what your production quota should be for the month and work it back to the day. Implement morning production meetings right away and what you learned in the seminar to ensure you pull these quotas off.
- \_\_\_\_\_ 5. Schedule and implement weekly staff meetings. You may have to review the format with your staff during the first meeting so they are fully familiar with it.
- \_\_\_\_\_ 6. Take the subproduct list you compiled during the seminar and go over it with whoever is responsible for that particular product. Ensure they understand it and get them using it right away. Work with the rest of your staff to compile any subproduct lists for key products.

# Implementation Points Continued

---

- \_\_\_\_\_7. Inspect any areas of your office that are downstat or not performing. You should also do this if any of these areas are extremely upstat to isolate successful actions and ensure they stay in.
- \_\_\_\_\_8. Drill yourself on the list of outpoints until you can rattle them off cold.
- \_\_\_\_\_9. Now, for the next week (longer or shorter if needed) work on spotting outpoints in your environment. Do this until you feel certain of your ability to spot outpoints.
- \_\_\_\_\_10. Do the exercise asked for at the end of the seminar to determine the cause and handling for any non-functioning area of your office. Turn in the results of your investigation to the MGE Practical Department (the Why and handling included).
- \_\_\_\_\_11. Now do this for two more non-functioning areas of your office and turn in the results of the MGE Practical Department.
- \_\_\_\_\_12. Review other points in your seminar materials from the weekend – including the practicals you did for any additional points that need to get done.