

When a client cancels with little or no notice or no-shows, you can either take the time off un-paid (watch netflix, take a break, go home etc) or you can get paid your clinical rate by picking an item from the list to work on that during that hour. Send me a note whenever you have a late cancel or no show and let me know what you are working on during that time if you are working on something from the list below. If you decide to go home or take unpaid time, no notification is needed.

Instructions:

Category	To Do Item
<i>Marketing</i>	Blogs from your blog topic list Mini Videos from your "Interview with a therapist" list Social Media Posts from your "Marketing Minute" list Email Outreach to Community providers from our Community provider list
<i>Client Related</i>	Review treatment plans for current clients Chart Review for other clinicians Update Chart with Other Communication Documentation (text, email, phone calls) Termination documentation for any outstanding clients Finish any outstanding notes
<i>New Projects</i>	Research Group Ideas Research Speakers for our next Team Development Meeting Research New Community Opportunities we can contribute to
<i>Training</i>	Ethics trainings Diversity Trainings CEU Trainings Create a training video for a tool you use in therapy
<i>Connect with others</i>	Reach out to student interns and share some of your wisdom Reach out to other clinicians in your community groups
<i>Office Care</i>	Clean the office you are using Clean the shared restroom Dust Water the plants Organize the closet Take inventory of Group Products