



Through the survey responses, I realized how many of us NAET therapists feel overwhelmed because of the amount of work it takes to manage a successful practice. After all, most of us are trained as health professionals and not as business executives. Many respondents described how hard it is to organize our time and energy to be efficient. Whether you are trying to manage the expansion of your existing practice or starting to build-up your own clinic, productivity is a main concern for all of us. So here is our little contribution because we would like to provide you with some useful resources that are going to support you.

**Quick guide for Productivity in your NAET practice
(Free yourself from the Office work and have more quality time for patients)**

59% of the respondents commented along these lines: "*There is so much to do between, scheduling, treating, charting records, returning calls, email*". Or "*I've got too much to do and I'm ALONE ...*" and also "*...I'd rather be taking care of my patients than handling office tasks ...*" .

You will find here 3 different FREE or inexpensive solutions to quickly help you with becoming more efficient in managing your practice, therefore leaving you with more quality time with your patients.

- If you like to learn at your own rhythm and **read on your own**, there are a number of good Ebooks out there to help you in managing your practice.
<http://www.free-management-ebooks.com/dldebk/dlpr-tools.htm>
<http://www.iwillteachyoutoberich.com/insiders-kit/free-tools/>
- If you like to **educate yourself through courses** in becoming more efficient, there are also a few good on-line courses for that:
<http://www.iwillteachyoutoberich.com/products/>
<https://alison.com/courses/Introduction-to-Time-Management>
- If you would like a **QUICK and custom tailored solution** for your practice, we offer the DRIVE method: Simply press "Book your Session" for one [FREE on-line coaching session](#) with Josee, our own business coach. She is the same person who has helped hundreds of entrepreneurs and therapists to thrive in

their work. Her insights are going to help you identify solutions to free yourself from office tasks thus becoming more productive with patients. You will also find included below a Clarity Assessment form which is a great tool to start-up with. I hope that this is helpful in making the most of your precious time.

Don't hesitate to write if you have any questions or comments.

Sincerely,

Michel Dufresne DO
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CLARITY ASSESSMENT FORM

This assessment will help you get clear on what stage of development you are at in your practice.

At the end of this assessment, you will have a clear idea of: where you get stuck, what are the strengths you can build-on and what are the skills and tools you would need to acquire.

You will be clear about the first commitment you are ready to make and the ones that you are resisting to. This process is going to bring the awareness on what is preventing you from thriving the way you know you could. Finally, this assessment could allow us to provide you with personalized feedback should you wish so.

Accomplishments and strengths

- What have I accomplished that I am really proud of so far?
- What qualities, strengths, skills and expertise did I use in order to accomplish that?

Opportunities

- What are the opportunities that are ahead of me at this time?
- What is THE one opportunity I wish I could create?
- What strengths or quality could support me in reaching out to this opportunity?
- What support do I need in order to take this opportunity?
- What is your wildest dream for your business or practice?

Challenges and weaknesses

- What are my current challenges?
- What is missing so I can overcome the main challenge I am facing?

- What do I know about myself that is preventing me in overcoming this challenge?
- What could I do different?
- What is the ONE thing I could start doing differently today?

Threats

- What will happen if I keep on not facing that challenge?
- What could happen if I don't grab that opportunity?

Seeing clearly

- What is preventing me from really being productive?
- What can I accomplish if I am more productive and more focused on what I do best?
- What am I excellent at and when I'm into this activity, time seems to disappear?
- Have I tried to delegate some of my tasks?
- Did I evaluate the potential investment it would require versus the time I would free up for the tasks that I'm excellent at?

Commitment

- What commitment I am resisting to or what is the commitment that would be in my best interest to make but that I am still not making?
- What am I getting by not making this commitment?
- What am I REALLY ready to commit to now?
- What will it change if I do so?
- Who could I share this with and could support me in making that commitment?

Action Plan

Congratulation for the courage you have in daring to dig a little deeper. Now we suggest you make a first commitment, then share it with someone and follow through with that first step. To help you get started, think about how it could be if you would have more time to do what you really love and also what you are excellent at.

If you need support in getting that action plan done, we can assist you. StaminaSys in collaboration with DRIVE Leadership & Coaching is happy to contribute by offering a free [\(50 min\) on-line coaching session](#). We are dedicated to help you in becoming more efficient in your work so that you can actually have more time for the tasks and activities that you love doing.

Sincerely,

Josee Godbout ICF, CTI Certified Coach
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