



## WELCOME!

This seminar covers a variety of topics designed to facilitate wellness for you and your dental practice. You will find practical, implementable, step-by-step strategies to learn how to avoid the failures, achieve the successes and *be better*.

Thank you for your time and participation today. I welcome and encourage you to continue the conversation with me at the contact information below.

Be happy, be healthy, and be better,

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Thank you.

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SECTION 1

**COFFEE  
STAIN  
WORKBOOK**

PART 1

# ASSIGNMENT: LIST YOUR COFFEE STAINS

On page 4 of this workbook, list out any and all of the “little things” that you encounter in your office, on a regular basis, that create:

**INEFFICIENCY**

**FRUSTRATION**

**RESENTMENT**

**GROSSNESS**

**A BARRIER TO  
YOUR LONG-TERM  
VISION FOR YOUR  
LIFE/PRACTICE**

## THE COFFEE STAIN RULE:

**Every item you list *must* be specific and solution-oriented.**

### FOR EXAMPLE:

#### BEFORE

"We need to have better teamwork with sterilization."

#### AFTER

"Let's create a downtime checklist, where the very first thing listed is 'checking sterilization cassettes.'"

**Below is a sampling of the coffee stains that were compiled in my own office, the last time we did this exercise:**

*The ceiling tile in the employee lounge has water damage.*

*Can we have a stockpile of syringes and basics in every op?*

*Can we have a better system of cleaning out the fridge in the lounge?*

*There are a lot of framed photos that include employees that no longer work here. Can we do another photo shoot?*

*Rooms 5 and 6 have to "share" the intra-oral camera - can't we just get another one?*

*When a patient needs an appointment for crown seat, denture step, or other lab work, can't you just schedule them in the op, rather than sending them up to the front? You all (clinical peeps) have a better idea of the lab turnaround time stuff than we (front desk peeps) do.*

*The other two assistants know a lot more about implants than I do. Can I get a crash course?*

## Use the categories below to help brainstorm where in the office help is needed:



### ADMINISTRATIVE DOMAIN



### CLINICAL DOMAIN



### TEAM HARMONY

#### New Patient

- Practice Visibility
- Reputation in the community
- Online presence - website
- Online presence - Google
- Online presence - social media
- Percent of time that phone calls get answered
- Consistency with which the phones get answered
- Marketing of new services/techniques/equipment

#### New Patient Experience

- Physical appearance of reception area
- Consistency with which NPs are greeted
- Insurance information
- NP paperwork
- Reception area amenities

#### Financial Considerations

- Insurance breakdowns
- All forms of payment
- At time of service From insurance
- Paper check
- ACH
- Aging reports
- Patient billing
- Insurance follow-up
- Treatment and Financial plan presentation
- Are all treatment plan presenters equally skilled/confident
- Consistency of handoff between clinical domain back to financial domain
- Patient financing

#### Patient Communication

- Confirmation call/text
- Recall due call/text
- Post-op check-in call/text

#### Initial Clinical Contact

- Relationship building at initial visit
- Intra-oral/Extra-oral photography
- Upload and presentation of clinical imaging

#### Communication of Treatment

- Demonstration models
- Visual examples
- Handoffs
- Fee presentation

#### Delivery of Dentistry

- Sterilization
- Room turnover/Room setup
- Patient wait-times
- Availability of dental supplies/instruments
- Modern techniques/equipment
- Are all clinical personnel equally comfortable with complex treatment
  - Implant Surgery
  - Implant Restoration
  - CBCT
  - CAD/CAM
  - Breathing and Airway
  - Sedation
  - Etc.

#### Communication with Front Desk

- Completed production
- Maintenance schedule

#### Inventory

- Storage room inventory maintenance
- Consistent inventory in each operatory
- Ordering communication
- Supply budget maintenance
- Clutter/Disorganization
- Consistent room setup

#### Policy

- Conflict resolution
- Clarity of office mission
- Clarity of office policies
- Down-time priorities
- Assignment of non-obvious tasks
- Communication system when someone is behind or schedule is tweaked
- Regular training
- Team autonomy and empowerment toward practice improvement

#### Accountability

- Are expectations clearly laid out
- Are team members being held accountable for un-met expectations
- Regular evaluations
- Written policy
- Written Job descriptions

#### Implementation

- Morning huddle
- Monthly team meeting
- Team autonomy/empowerment
- Major office projects
- Major office philanthropy
-



PART 2

# TEAM MEETING: SHARE COFFEE STAINS

Now it is time for everyone on the team to share their coffee stains.

## STEP 1

Elect a recorder who is responsible for taking every coffee stain, and putting it onto a master list.

As a team, you do have the right to exclude a particular coffee stain from the master list if it is:

**UNREALISTIC**

**TOO VAGUE**

**IMPOSSIBLE  
TO SOLVE**

### REMEMBER:

The point of this assignment is to start pro-actively identifying and **eliminating** the small things in the office that create negativity and frustration. It would be counterproductive if this meeting itself creates negativity.

**For this reason, it is up to the leaders of the office to maintain the ground rules.**

## STEP 2

Once everyone has had the chance to share their coffee stains, the next step is to **identify the one to start with**. Here are the rules:

**YOU MUST ONLY  
CHOOSE ONE**

**IT CANNOT BE VERY  
DIFFICULT OR  
EXPENSIVE TO  
SOLVE**

**IF IT ISN'T FUN,  
DON'T DO IT**

## STEP 3

Once the first coffee stain has been identified:

- Choose a point person who will lead its implementation
- Determine what resources will be needed for complete implementation
- Determine the budget needed
- Establish a timeline and a deadline

**ONLY ONCE THIS FIRST COFFEE STAIN HAS BEEN SUCCESSFULLY AND SUSTAINABLY ELIMINATED CAN YOU MOVE ON TO THE NEXT COFFEE STAINS.**

## PART 3

# BEWARE: MILO THE MONKEY

As time goes on, your team will become excited about the autonomy you will be giving them, along with your commitment towards long-term practice improvement.

### CONGRATULATIONS!

The drawback is that you will be introducing Milo the monkey to your already busy life.

#### HERE'S WHAT HAPPENS:

You are already busy. You're the boss. You have a family, a house, your own commitments, and you also run a dental office. By itself, you already have a lot of small monkeys on your back.

But then, your team members, feeling empowered with your newfound commitment towards practice improvement, might call you over to have a conversation:

**Hygienist:** *Hey, do you have a second?*

**You:** *Yeah, what's up?*

**Hygienist:** *I'm noticing a coffee stain.*

**You:** *Really, what's going on?*

**Hygienist:** *Well, we give the same take-home packet to our DSRP patients as we do with our regular prophylaxis patients. I feel like the take-home packet for DSRP patients should be more special and comprehensive. Don't you think?*

**You:** *You really have a good point there.*

**Hygienist:** *Greeeeeeeeat! Now, let me just take Milo, who has been weighing me down... hoist him off my back... and put him directly on yours.*

Now, you have to think about what goes in the new packet, from what vendors. You have to develop new paperwork for your DSRP patients. One of three things will happen:

- #1 You are just too bogged down with your own responsibilities, and you just don't ever get around to doing the new packets
- #2 You do the new packets, but they are nothing like what your hygienist had in mind
- #3 You put Milo back onto your hygienist's shoulders

### ALWAYS CHOOSE #3

Choice #3 is the preferred method to create lasting positive change in your office. You do this by telling your hygienist that he/she is responsible for the following:

- How are we going to accomplish this?
- Who is going to take charge of this?
- What amount of time do you need?
- What other resources do you need?
- Whose help will you need to enlist?
- How will the new thing affect our team? Our patients?
- **You will be expected to present at a future team meeting**

SECTION 2

# NEW EMPLOYEE ONBOARDING

WORKBOOK & CHECKLIST

## **Congratulations!**

You just found a new member of your dynamic team of dental professionals. This workbook serves as a checklist to go through in the process of training this individual.

# CREATE EMPLOYEE FILE

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Ask your new team member to bring the items below to their first day of work. Photocopies should be made, and a file created. This will also help with adding this employee to your payroll system.

- |   |   |
|---|---|
| <input type="checkbox"/> Driver's License     | <input type="checkbox"/> Dental License           |
| <input type="checkbox"/> Social Security Card | <input type="checkbox"/> Radiology License        |
| <input type="checkbox"/> Direct Deposit form  | <input type="checkbox"/> TB Test Result           |
| <input type="checkbox"/> Voided Check         | <input type="checkbox"/> Vaccination Record       |
| <input type="checkbox"/> Completed W-4        | <input type="checkbox"/> BLS Training Certificate |
| <input type="checkbox"/> Completed I-9        |   |

Along with the printed items above, you will want to add an employee grid to the file. This should be easily accessible, so that you can add to it often and conveniently.

You should add to the employee grid anytime your employees exercise anything remarkable, **good or bad**. Examples of both are below:

- Left early to attend to family
- Stayed late to help another team member
- Carelessly turned room over, leaving blood/saliva on commonly used surface
- Was rude to another team member, witnessed by others
- Walked patient out to their car when it was raining
- Etc.

Date	Name	Incident	Reprimand?

# CLARIFY YOUR PRACTICE IDENTITY

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Many offices have not already created the items below. If you are one of them, that's ok. If you take the time to create these items, do your best to make them relevant to the nuances and workflow of your office. Here are some tips in the creation of both.

## MISSION STATEMENT

Determine the following:

- What makes your office different from others in the neighborhood?
- What unique skills and personal attributes do the doctors possess?
- What unique dental services does your office provide?
- What unique customer service do patients get to enjoy?
- What philanthropic efforts is your office is committed to?

For many offices, even after brainstorming the above, they can't think of anything that really sets them apart from any other office. This too is ok, but should be worked on in the future.

*Please refer to the **Extraordinary Customer Service** workbook*

## OFFICE POLICY MANUAL

Policy regarding:

1. How to request time off
2. Benefits
  - a. Discounted dental care
    - i. For employees
    - ii. For employee family and friends
  - b. Retirement plan
  - c. Medical Insurance
  - d. Paid time off
  - e. Paid holiday
3. Regular evaluations
4. Deficient performance
  - a. What will get you a verbal warning
  - b. What will get you a written warning
  - c. What will get you fired
5. Location of regulatory manuals
  - a. MSDS
  - b. Radiation manual
  - c. OSHA
  - d. Bloodborne pathogen

## NOTES

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# JOB DESCRIPTION

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This is created specifically for the individual team member **based on their position.**

It should not include the very obvious primary description of their day-to-day expectations. For example, it is not necessary to include “thoroughly remove calculus” in a dental hygienist’s training manual.

Instead, it should include the secondary responsibilities that are sometimes overlooked.

*Examples include:*

- Turning on/off the compressor and vacuum at the beginning/end of the day
- Cleaning out the lounge refrigerator
- Stocking and maintaining relevant paperwork (consent forms, treatment refusal, etc.)
- Communicating with dental equipment specialist if something doesn’t work
- Restocking soap, paper towels at every sink
- Sterilizing the water lines
- Mopping the floors (sometimes needs to be done more often on snowy days)
- Sending spore test to regulatory facility
- Communicating with web and IT specialist when problems occur

## THE MYRIAD OF "SMALL THINGS"

As you may notice, several of the ideas above are most often completed by a particular person in your office, despite there being no written establishment of that individual responsibility. This can be problematic when that person is absent, either temporarily or permanently.

*The best way to determine the myriad of “small things” is to allow your current team to do the following:*

- Take a sheet of paper
- Write down everything you feel like you do:
  - When you get to the office
  - When you prepare for the morning huddle
  - When you close up the office
  - When you have down-time
  - Weekly maintenance
  - Monthly maintenance
- Upon completing the above list, indicate:
  - When you generally have time to do it
  - How often you do it
  - Who else knows how to do it



# TRAINING CHALLENGE

Ideally, the training manual should be accompanied by a “challenge” of some sort. This challenge should be:



**Measurable**



**Time-Limited**



**Relevant**

to the specific nature of the position

For example, in my office, every dental assistant needs to be comfortable performing the following unique duties:

- Intraoral photos
- Full arch impressions
- Triple tray impressions
- Extraoral photos
- Verbally delivering surgery consent and post-op instructions
- Creating lab slips
- Taking a CBCT

Notice, none of the obvious stuff is listed above. There is no need to challenge a dental assistant to learn how to set up a room, provide chair-side assistance, or sterilize instruments.

## EXAMPLE TRAINING CHALLENGE

### Skills to work on in next 4 weeks

Intraoral photos (20)	<input type="radio"/>																			
Full arch impressions (2)	<input type="radio"/>	<input type="radio"/>																		
Triple tray impressions (6)	<input type="radio"/>																			
Extraoral photos (20)	<input type="radio"/>																			
Photo uploads (20)	<input type="radio"/>																			
Surgery consents (10)	<input type="radio"/>																			
Surgery post-ops (10)	<input type="radio"/>																			
Lab slips (5)	<input type="radio"/>																			
CTs (5)	<input type="radio"/>																			

# TRAINING CHALLENGE

The same set of challenges can be posed to:



## DENTAL HYGIENISTS

- Explain periodontal disease to a patient
- Chart existing dental treatment in practice management software
- Chart periodontal charting in practice management software
- Take CBCT
- Take intra/extra oral photos
- New patient interview questionnaire
- Emergency patient interview questionnaire
- Take full arch impressions
- Upload and display patient images



## FRONT DESK ADMINISTRATIVE TEAM

- New patient phone call
- Emergency patient phone call
- Recall patient phone call
- Insurance fax back
- New patient check-in
- Enter insurance coverage information
- Accept payment
- Accept insurance payment and EOB
- Review a patient ledger
- Generate aging report and communicate unpaid balance to patient
- Present a treatment plan

## NOTES

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SECTION 3

# **EXTRAORDINARY CUSTOMER SERVICE**

# THE COMFORT MENU

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## FOR ANY PATIENT ABOUT TO UNDERGO:

- Procedures lasting 90+ minutes
- Procedures that involve numerous injection sites
- This includes RDH procedures. Hygiene procedures are often equally terrible for the patient
- Procedures that involve blood
- Procedures that are past a particular financial threshold (generally, greater than \$2000)

***Upon seating the patient, as they wait for the dentist to begin treatment, the dental assistant offers one or more of the following:***



### **Cheap Headphones with Disposable Ear Covers**

Have several adapters that connect a headphone jack into both Apple and Samsung products



**Memory Foam Neck Wrap**  
Ideally situated underneath chair cover, to avoid aerosol contamination



**Blanket**  
Especially during cold days



**Warm Towelettes**  
Pre-moistened and warmed for after the procedure

## NOTES

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# WEATHER

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## RAIN

- First, purchase 2-3 large golf umbrellas
- Systematize, during the morning huddle, who will be the point person responsible for keeping track of the weather outside, and which patients will be leaving during heavy rain
- Make a commitment that, whenever patients are leaving the office during a rainstorm, someone from the office will walk them out to their car with an umbrella
- If this is not possible for all patients, commit at least to elderly patients or physically compromised patients
- Most offices, during the Covid-19 pandemic request that patients call or text when they arrive for their appointment. This provides an excellent opportunity to also walk patients from their cars to the office



## SNOW

- This will often be the responsibility of the first person finished with their end-of-day responsibilities before everyone else (in my office, it happens to be the dentist's responsibility)
- First, purchase 2 high quality, long length ice scrapers/snow brushes
- As the end of the day draws near, walk up and down the halls, asking patients (and team members) if you can take their keys and start their cars
- While cars are warming up, that same team member goes around the parking lot, clearing cars of accumulated snow and ice

# HANDWRITTEN NOTES

## GETTING STARTED CHECKLIST:

- Purchase branded, postcard size stationery
- Pre-stamp envelopes
- Keep stationary in ops, offices, and front desk
- Never spend more than 30 seconds writing a note (maintain consistency and reduce burnout)

## WHO SHOULD GET A HANDWRITTEN NOTE?

- All new patients
- All patients who referred a friend, family member, co-worker, neighbor, colleague, etc.\*
- All children
- Any special events
  - Wedding
  - Birth of a child/grandchild
  - Graduation
  - Death
  - Sickness/Diagnosis
  - etc.



*Just a quick note to:*

*express my appreciation to you for . . .*

*being such a nice patient . . .  
 being such a pleasant patient . . .  
 being such a loyal patient . . .  
 referring \_\_\_\_\_ to our office.  
 It is so nice having you as a patient.  
 Sincerely, . . .  
 PS. Enjoy some coffee/shopping on us!*

*express my sincere . . .*

*condolences for . . .  
 congratulations for . . .  
 excitement for you . . .*



**\*WHEN A PATIENT HAS REFERRED SOMEONE, ADD:**

"PS. Enjoy your coffee!"  
 and add a \$5-10 Starbucks gift card

## NOTES

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# FOLLOW UP CALL

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## WHO GETS A FOLLOW UP CALL?

- Any procedure involving blood
- Any procedure involving multiple injection sites
- Any procedure with anticipated post-op pain
  - Includes hygiene procedures
- Any procedure lasting 90+ minutes
- Any procedure past a particular financial threshold

## DON'T ASK FOR TROUBLE. AVOID ASKING ABOUT:

- Swelling
- Pain
- Bleeding

## INSTEAD, USE THIS LINE:

"I am so happy with how your procedure went today. I just wanted to quickly check in to see if you have any questions."

## PRO TIP

Utilize patient communication software like **weave** to make calls/texts from your personal cell phone, with the practice phone number appearing on the recipients caller ID.

[www.getweave.com](http://www.getweave.com)

## NOTES

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# VIP(PATIENT) TREATMENT



## WELCOME LETTER

When a new patient calls the office, and they can't be seen immediately (the same day or the next day), a welcome letter should be sent to their home via US mail. This should include:

- Handwritten note from the person who handled the phone call
- Google map directions from patient's home to your office
- New patient paperwork (if needed)
- Brochure/Business card or any high quality printed stationery showcasing your office
- A \$5 gift card to Target/Starbucks



## 15+ MINUTES LATE

In the uncommon (but unavoidable) event that your patient is made to wait 15+ minutes before being taken back to the clinical treatment area, or if they are made to wait 15+ minutes before being seen after being seated

- Acknowledgement by someone is incredibly important in reducing frustration
- Acknowledgement by the Doctor is even more effective
- Acknowledgement accompanied with a small token is still more effective



## THE \$15,000 SPY

- Choose a particular treatment amount threshold
- If a patient commits to treatment at that particular threshold, assign a "spy" to that patient
- The spy determines their hobbies, favorite restaurants, outdoor activities, etc.
- Choose an amount (in our case, 1% of treatment - \$150) on a gift personalized to the patient

### FOR EXAMPLE:

*If, after hearing that a patient loves Longhorn Steakhouse, but hasn't been able to eat there because of his poor dentition, it is the spy's responsibility present it in an attractive manner to the patient at the culmination of treatment*



## FLOWER ARRANGEMENT

- Affordable, nice looking arrangement to be delivered on Monday
- At the morning huddle on Thurs/Fri, pick a patient to get the flowers
- Take a photo and post it on social media!

# HOLIDAYS & SPECIAL EVENTS

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Throughout the year, organize volunteers who will plan, purchase, and distribute “goodies” in the theme of any major special event. These can include:

## SPRING

### ST. PATRICK'S DAY

Chocolate golden coins and a black plastic pot

### MARCH MADNESS

A major sporting event as 1st prize, and amazon gift cards for runner ups

### EASTER

Chocolate eggs, wicker basket with some plastic grass

## SUMMER

### JULY 4 SPARKLER PACK

Red, white, and blue bucket w/ patriotic confetti

## FALL

### BACK TO SCHOOL GOODIE BAGS

Pencil bag/box full of fun pencils and erasers

### HALLOWEEN

Plastic pumpkin bucket with bouncy balls, fake tattoos, and erasers

## NOTES

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# IN-OFFICE PHILANTHROPIC EVENT

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While this will most likely be the most intensive and thoroughly planned of all customer service initiatives explained in this packet, it also:

- Is the most meaningful
- Is the strongest reputation builder
- Has the greatest return on investment
- Will set you apart from other dentists in your community

## HOW IT'S ACCOMPLISHED

Closing your office to its regularly scheduled patients, and instead opening only to a particular group or population, to provide free care/expertise



**Mouthguard Day**



**Oral Cancer Screening Event**



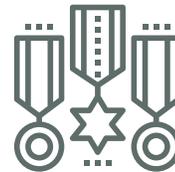
**Christmas Tree Donation Event**



**Invitation to Underserved Schools**



**Invitation to Underserved Adult Public Population**



**Opening the Office to Military Veterans**

## NOTES

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# SCHOLARSHIP

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Similar to the “in office philanthropy,” this customer service initiative has immense potential as a reputation builder in your community.

## HOW TO START

- First, inquire with local high school *early* around November/December
- Any amount is acceptable, and appreciated. The average is a \$1,000 scholarship.

## YOU CAN ACCEPT APPLICATIONS BASED ON:



GPA & Test Scores



One-Page Essay

## ESSAY TOPIC EXAMPLES

- What are your career goals? Why?
- How are you going to achieve financial peace in life?
- How are you going to make your community a happier place?
- How will you find peace in such a stressful world?
- How do you plan to maintain strong overall health?
- What are the greatest challenges facing your generation?
- Do you think the country is getting better or worse? Why?

## NOTES

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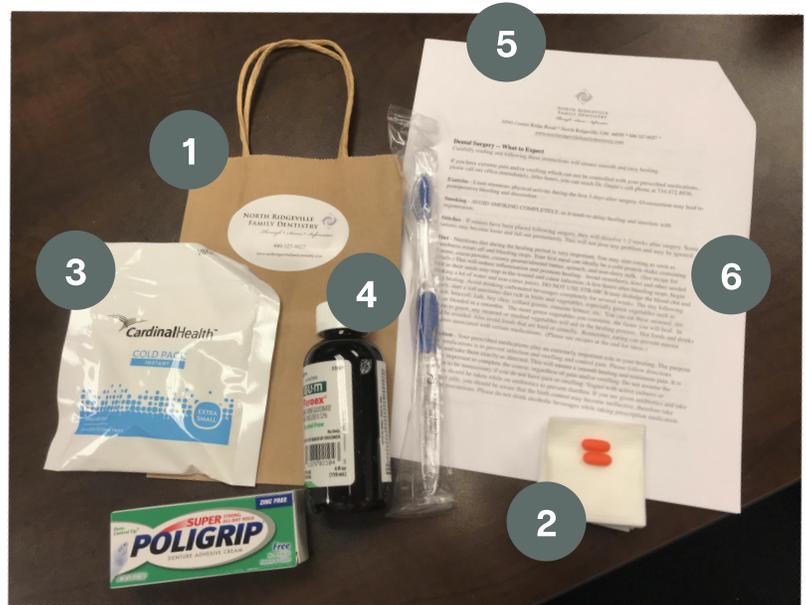
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# A WAY BETTER POST-OP KIT

## AFTER ANY OF THESE PROCEDURES:

- Procedures lasting 90+ minutes
- Procedures that involve numerous injection sites
- Procedures that involve blood
- Procedures for which swelling, pain, or bleeding is anticipated
- Procedures that are past a particular financial threshold (generally, greater than \$2000)



1 Branded paper bag with handles

4 Mini Chlorhexidine bottle

2 Pack of Advil

5 Recipe for green smoothie

3 Cold pack

6 Contact information so patient can get ahold of Doctor

## NOTES

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# HOW TO GET STARTED

## IMPLEMENTING SOME OF THESE IDEAS

- 01. Choose one**  
Preferably one that is not too expensive, and not too difficult to implement
  
- 02. Elect a point person for the project**
  
- 03. Create a timeline and deadline for complete implementation**
  
- 04. If it isn't fun, don't do it**
  
- 05. If you don't have a logo, have one made cheap**  
Use [www.designcrowd.com](http://www.designcrowd.com) or a similar site
  
- 05. If you haven't yet, create a Facebook fan page**  
So that every one of these initiatives can be photographed, and marketed for free

### NOTES

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SECTION 4

# **BETTER POSTURE HANDBOOK**

# DAILY ROUTINE EXERCISES

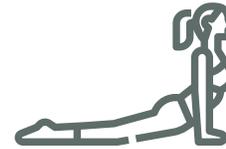
TO STRENGTHEN AND STRETCH POSTURAL MUSCLES

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## Double Chin

While sitting in your car, smash the back of your head into the headrest, activating the head-supporting muscles at the back of your neck



## Press Ups

Lay on your stomach, then push your upper body off of the floor. Contrary to a “pushup” you want to keep your hips and pelvis on the floor, bending your spine backward



## Foam Roll

These are inexpensive and can be found at Wal-Mart, Target, and Amazon. Simply lay on your back, with the foam cylinder perpendicular to your body, just above the lower back, creating a cross.

Then, roll forward, creating pressure along the lower, middle, and upper back as the foam rolls across.

*Many more exercises to best utilize the foam roller can be found on-line*



## Goal Posts

Stand with your back against the wall, then maintain wall contact with your ankles, your butt, your shoulders, elbows, knuckles, and the back of your head. At this point, you will be creating somewhat of a football goal post shape with your arms.

While maintaining contact with the wall, slowly raise your knuckles and elbows up the wall

## NOTES

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# WHAT CAUSES BURNOUT

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- Lack of social support/failing relationships at work and home
- Intense, unpredictable work stress
- Too much debt without a clear path out
- Too little sleep (poor quality sleep)
- Physical bodily pain
- Feeling a lack of efficacy
- Specific to healthcare: compassion anxiety
- Specific to healthcare: newer administrative demands

## RE-INVENTING OUR RELATIONSHIP TO OUR DEVICES

- Commit to a certain amount of time before bed that is device free (ie. 90 minutes)
- At a particular hour, all devices in the house get charged in an unpopular room

## NOTES

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# DAILY ROUTINES AND HABITS

SHARED BY ALL OF THE *BLUE ZONES*

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## Hari Bachi Boo

Stop eating when 80% full



Diet rich in colorful fruits,  
veggies, beans, lentils



Regular attendance  
in a faith-based community



Constant, mild movement



Getting old is honored,  
not feared



One glass of red wine  
every night, with family and friends



Meditation / Prayer

## BOOK RECOMMENDATION

*The Blue Zones: Lessons for Living Longer From the People  
Who've Lived the Longest*

**DAN BUETTNER, 2010**

## DAVE RAMSEY'S BABY STEPS

- Step 1**      \$1000 in a *difficult to access*, savings account *not tied to investment fluctuations*
- Step 2**      Pay off all non-mortgage debt using the debt snowball
- Step 3**      Put 3-6 months worth of monthly expenses into the same *difficult to access* savings account
- Step 4**      Contribute 15% of your income towards retirement
- Step 5**      Put extra money into tax-advantageous investment vehicles (529, UTMA, Health Savings)
- Step 6**      Pay off your mortgage
- Step 7**      Accumulate wealth, and **give**

# WHERE TO START

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20 min outside between 7-10 am  
without arm covering or sunglasses



No screen 90 min  
before bed



Quit sitting with crappy posture  
wake up sleepy glutes and lower back



Put plants on your plate



Foam roll every day



Learn how to meditate



If feeling burnt out, talk to a friend  
If not, talk to a pro



Create a plan to pay  
something off earlier



Take a minute every day  
and REALLY think about how lucky  
you are

## NOTES

### RESOURCES INCLUDED:

- Practice Monthly Budget Worksheet
- Home Monthly Budget Worksheet

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# LET'S ADD 52 HEALTHY HABITS TO OUR ALREADY BUSY LIVES...

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It's not difficult to come up with different ways to make our lives better. What is difficult is our ability to take good healthy ideas, and turn them into long-lasting, consistent habits.

## THE CHALLENGES

**Week 1** - Eat a handful of green leafy vegetables every meal, every day

**Week 2** - Plank for as long as I possibly can twice a day

**Week 3** - Go for an adventure hike in the woods/mud with my kids and/or wife

**Week 4** - Drink a detox tea every morning w/ lemon, turmeric, apple cider vinegar, etc

**Week 5** - 5 Sun Salutations when I wake up, and before bed

**Week 6** - Up at 5 am, in bed at 9 pm

**Week 7** - Crow pose as long as a possibly can twice a day

**Week 8** - Take Triphala every morning (I had never heard of it either)

**Week 9** - Gratitude journal before bed every night

**Week 10** - Side leg lifts until I can't, both legs, once a day

**Week 11** - Drink red wine with friends/family - 1 cup a night

**Week 12** - Handful of beans and lentils with every meal every day

**Week 13** - Waking up my sleepy glutes

**Week 14** - Play a board game with my kids/wife

**Week 15** - Clearing out all the cluttered spaces in my life

**Week 16** - Intermittent fasting all 7 days

**Week 17** - Complete Michael Greger's Daily Dozen every day

**Week 18** - Write a nice note to a different person every day for a week

**Week 19** - Walk 12,000 steps every day

**Week 20** - Breathe through max cold as long as I can stand it

**Week 21** - One random act of kindness every day

**Week 22** - Compost/recycle everything the family consumes

**Week 23** - Flax and Psyllum ladoo every night after dinner (this is a weird one)

**Week 24** - No alarm clock, just go to bed early enough and hope for the best

- Week 25** - Create a checklist every day before breakfast
- Week 26** - 100 push-ups in the AM and in the PM (plenty of breaks in between)
- Week 27** - Journal every night before bed
- Week 28** - Wall sit for as long as I can, twice a day
- Week 29** - Whole, home-made, plant-based meals
- Week 30** - No screens (unless totally vital for work) **Week 31** - HIIT walk
- Week 32** - 60oz of water every day
- Week 33** - Meditate for at least 10 minutes
- Week 34** - Hari Bachi Boo (stop eating every meal at 80% full)
- Week 35** - No screens or TV for 2 hours before bed
- Week 36** - Clean out all the clutter in all of my domains (car, closet, office, etc.)
- Week 37** - Remove any and all bad-for-you snacks in the house\
- Week 38** - Headstand for as long as I can in the AM and PM
- Week 39** - 100 press-ups and backbends, every day
- Week 40** - Run as fast as I can as long as I can every morning
- Week 41** - No sugar other than one serving of fruit per day
- Week 42** - 20+ minutes of yoga
- Week 43** - Eat one whole beet every day
- Week 44** - Volunteer and/or donate in some way every day
- Week 45** - Drink Hibiscus tea every night after dinner
- Week 47** - Consume a handful of steamed spinach with balsamic vinegar w/ breakfast
- Week 48** - Eat a different exotic mushroom (all legal and good for you) every day
- Week 49** - Foam roll for 5 minutes in the evening before bed
- Week 50** - 30 minutes of cardiovascular exercise
- Week 51** - No dessert after meals (this is a hard one for me)
- Week 52** - Green tea every morning

*I have attempted several of these and recorded the experience on my  
YouTube page.*

Search "BeBetter Habit Challenge" on Youtube

**- DR. GUPTA**