

A10

Weekly Empty-Slot Record

Purpose: count the empty slots every Friday, read the count against the line, and catch a slipped step within the week.

PRACTICE _____

The line (plan): _____ empty slots a week, from the floor (Appendix C). Before the routines: _____ a week.

WEEK ENDING	NO-SHOWS	LATE CANCELS LEFT UNFILLED	EMPTY SLOTS	FOUR-WEEK AVERAGE	UNCONFIRMED HIGH-RISK BOOKINGS CALLED, EVERY DAY?	EVERY LATE CANCEL OFFERED TO THE WAITLIST FIRST?	NOTE

When the count rises: split it, check the step, look at the days, fix it the same week, and leave the policy alone until the four-week average stays above the old line.

No client names on this sheet.