The 3 Things to Do With Your Monthly Numbers

Books closed and dashboard in hand? Run these three steps in order, about 30 minutes, the same way every month. Month reviewed: ____________

01 Check the production trend

One month is noise. Read this month vs last month and vs the same month last year. Is production growing, flat, or sliding, and is the move real or seasonal?

PRODUCTION

This month	vs last mo.	____________
Same month last year	YoY	____________
Trend & why it moved		____________

02 Read your KPIs against benchmark

Read each as a percentage of production, not raw dollars. Watch for anything out of range or drifting the wrong way.

BENCHMARKED KPIS (ADCPA RANGES)

Collections / net production	98-100%	____________
Staff payroll	25-30%	____________
Clinical supplies	5-7%	____________
Lab	5-7%	____________
Total overhead	55-65%	____________

YOUR-OWN-YARDSTICK KPIS (NO INDUSTRY BENCHMARK)

Associate comp (% of their production)	vs contract	____________
Owner compensation	vs plan	____________

Judge these against your own history and goals, not an outside chart.

03 Decide, assign, and follow up

Turn what you saw into action. Every item gets an owner and a date. Next month opens by checking whether last month's decisions moved the numbers.

Decision 1 ____________

Owner / by ____________

Decision 2 ____________

Owner / by ____________

Decision 3 ____________

Owner / by ____________