

## Email Action Form

**Step 1. Review the main point from last week's coaching email and account for the action steps you committed to do.**

**Step 2. Answer the following questions with respect to this week's coaching email:**

- What is the main point? \_\_\_\_\_
- Does it apply to me? \_\_\_\_\_
- How will I use the information today? \_\_\_\_\_

**Step 3. Transfer and implement the main point into your practice:**

**Doctor:** What are the action steps required to apply the main point to your specific responsibilities?

- A. \_\_\_\_\_
- B. \_\_\_\_\_
- C. \_\_\_\_\_

**Staff:** What are the action steps required to apply the main point to your specific responsibilities?

- A. \_\_\_\_\_
- B. \_\_\_\_\_
- C. \_\_\_\_\_

**Team:** What are the action steps required to apply the main point to the practice in general?

- A. \_\_\_\_\_
- B. \_\_\_\_\_
- C. \_\_\_\_\_