

Massage Therapist Weekly Checklist/Meeting List

Week # _____ Dates: To _____ From: _____ Team Member: _____

Task
SOAP Notes Completed Daily
Listen to SWS live or recorded
1 Name and action step completely obtained from asking for referral

1. What tasks did I perform after patient adjusting hours ended to promote the practice:

2. What ways have I helped lower my practice's overhead:

3. In what ways have I built up my team members in front of patients (be specific and describe how you did this):

