

## SUPPLY AND ACTIVITY TRACKING FORM

Week beginning \_\_\_\_\_

Measurement day (Circle) M    T    W    Th    F    Sa    Su

**Instructions:** Measure your supply and activity once per week until you have a baseline for activity, then you can shift to measuring supply only (see Supply Tracking Form). Tally 'activity per provider' retrospectively, at the end of the day or the end of the week using your appointment system).

Provider Name	Number of appointments per hour	X	# of hours worked	=	Daily supply per provider	Activity per provider (Use tick-marks)	Daily activity per provider	Supply minus (-) Activity
		X		=				
		X		=				
		X		=				
		X		=				
		X		=				
		X		=				
		X		=				
		X		=				
<b>TOTAL daily supply =</b>						<b>TOTAL daily activity =</b>		

**Activity = Reality!** Sometimes reality isn't what we think it is. Understanding how your supply matches your activity lets you know if you are seeing more or less clients than you planned for. These numbers can help you plan your scheduling and services to better meet patient and provider needs.