



a) Stay Organized

The more organized you stay, the more successful you will be. Scheduling - Stay organized by keeping a tight schedule. If you're only seeing clients after school, group your clients geographically. You can easily do 4-5 sessions each afternoon/evening. Try to work with the parents so that you can see the clients in the "west side of town" on specific days, and other areas on other days. Your geographical area might be different, but you can work it out so that you can minimize travel.

b) Complete Documentation on TIME

Stay on top of your documentation. DO NOT wait until the day it is due or the day before to begin entering 20 notes. You will find that your memory of the sessions is not as accurate as it could have been and you will be overwhelmed by the amount of time this will take you. I've known many clinicians who had to cancel sessions just to catch up on notes.

c) Be Flexible

Be flexible with the locations you're willing to go or cases that you are able to take. In the beginning, I took a lot of cases all across the county where I worked, even in areas I wasn't crazy about. But as time went by, I was able to focus on a specific area that I liked best. By being flexible and friendly to the referral coordinator, I was able to be trusted and be counted on as a team-player.

d) Schools

If you are in an area in which Lukas Co. can see clients at school, strongly consider doing so. Seeing clients in the morning will open up your afternoons to schedule other clients or have some time off. If you DO go to a school, make sure you are as friendly and flexible as you can be, especially in regards to WHERE you can hold the session, since schools are often short on office-space. Get to know the receptionists and secretaries, they're your new best friends! Please know that school based services are a privilege. All services rendered at a school should assist the child in being more educationally successful. Please do NOT advertise your services to schools without first checking-in with Max!

e) Pay Attention to Possible New Clients

More often than not, siblings in the household where you have a client already, also need services. Have blank referral forms available with you at all times in case these siblings need counseling. If they do, you have extra cases right there!. Consider doing some networking and taking the initiative to contact possible referral sources in your area. Some of the most successful therapists have done this and it has paid off for them. Some ideas are: schools, doctors offices, DJJ, DCF, case management companies, daycares, apartment buildings, etc... they're all good sources for possible referrals. Before going to a school be sure to contact Max for approval.