

Missed Appointment Report

Name:

Date of Report:

1. What appointment time and date did you miss?
With whom were you to meet?
2. Explain in a paragraph the reasons that you missed this appointment?
3. Explain how and why you permitted the reasons in 1 to happen?
4. What is the impact on your recovery of missing this appointment?
5. What is the impact upon the person named in 1 and their schedule?

6. How does your behavior in missing this appointment impact the recovery of others?

7. What strategies can you implement to avoid the situation of number 1. List 2 or more.

1.

2.

3.

4.

5.

8. (Optional) After completing this report, if you feel that you should apology to the person in number 1 for missing the appointment, you may do so here.