

Missed Appointment Report (2)

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. This is at least your second missed appointment, what reasons listed in 3 were also listed in your first report?
5. What strategies listed in your first report did you implement? (If none, why did you not implement any?)

6. Why do you think they fail to solve the problem of missed appointments?

7. What is the impact on your recovery of missing this appointment?

8. What is the impact upon the person named in 1 and their schedule?

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

10. What new strategies can you implement to avoid the situation of number 1. And or how are you able to better implement the strategies already there?
 - 1.
 - 2.
 - 3.
 - 4.
 - 5.

11. What can the team do to help you implement these strategies?

12. (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.