

TOP TIPS...

WITH
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TOP TIPS FOR INTEGRATING DIGITAL WORKFLOWS

1 Reframing thoughts. Cognitive strategies are the programmed processes that we apply to everyday situations and decision making. It is so easy to get caught up in negative thought processes, especially when experiencing high levels of stress. These negative thought processes worm into our brains and can become fears. These fears turn into barriers to clear objective thinking, squashing our hopes and tainting our experience of reality. Reframe what you're thinking about and give serious consideration to cognitive strategies so that they can be utilised positively instead of becoming barriers to our growth.

2 Shift the mindset. What kind of cognitive strategies are part of our daily bread and butter? Are they positive or negative, constructive or destructive? Do not allocate too much attention to things we can't change. Instead, let's focus our energies on the things that we enjoy and reap the most benefit from. To be successful we first need to be able to recognise negative thought processes and then do something with them. These are the cognitive strategies we need to catch and utilise to untwist negative thoughts.

3 Should statements. If you find yourself saying: 'Maybe I should go digital' or 'I should get a digital scanner', then try changing it to a could or a would. 'I could get a scanner' or 'I would get a scanner if a condition is met'. What are you worried about? What is holding you back? Everyone is opposed to change and all beginnings are the hardest. Consider your fears as they morph quickly into barriers.

4 All or nothing thinking. When it comes to going digital, you don't have to consider things as all or nothing. You can go piecemeal and get a bit of digital kit. You can add successive elements as your digital skills and knowledge develops. That is the more common way to integrate digital workflows into a clinical environment. Start with a scanner and see how your everyday experience of yourself at work can be enhanced.

5 Mental filters. Do you remember your last job appraisal or feedback session? Most of the feedback was very positive, however, one negative comment seemed to wipe out all of the positivity and bring you crashing down to earth. This is when mental filters come into play. It's important to take a balanced view of positive and negative, and not just focus on the negative.

6 Embrace change. The constant shift forms the dynamic equilibrium of our lifelong learning. Although negative feedback can seem destructive at the time, it can often form the basis for dynamic change. The danger of positive feedback is the reinforcement of carrying on doing what we were already good at, instead of embracing change. Negative comments can crush us or make us strive to do better. Seize the opportunity to turn your weak spot into one of your greatest strengths.

7 Catastrophising. This is when someone thinks that the worst will happen. For instance, what if this initial, largely innocent and innocuous event impacts patient care/staff happiness/the practice falls apart/patients go to my competitors? Try to identify any negative thoughts, catch and untwist them to help overcome barriers.

8 Plan ahead. There are often teething issues when introducing digital equipment into a dental clinic. Make a plan to review the glitches with a scheduled contact from the equipment supplier. Plan some short staff meetings or training sessions and incorporate an IT review. Digital integration relies upon all the human elements that fit around the machine.

9 Fate. Always expect the unexpected – and remember it doesn't mean the end of the world. Things can often get sorted out without too much fuss. Try reframing your experiences and painting them in a more realistic light. Are you happy with your fears becoming barriers? I'd much prefer it if my hopes became reality. [🔗](#)