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FREE TRACKING SHEET

Monthly no-show tracking sheet

Your counting rules, twelve months of both rates, and the cost of each month's empty slots.

1. My counting rules (keep them the same every month)

Cancellation cut-off: _____ hours before the appointment.

A booking counts as "booked" if it was still on the calendar when the cut-off passed.

Arriving more than _____ minutes late counts as: ☐ a no-show ☐ a kept appointment

Average value of an appointment: $_____

2. Twelve months

Month	Booked	No-shows	Late cancels	No-show rate %	Lost-slot rate %	Cost $

3. The formulas

- No-show rate = no-shows ÷ booked × 100
- Lost-slot rate = (no-shows + late cancels) ÷ booked × 100
- Cost = (no-shows + late cancels you could not refill) × average value

The full guide, with the video: fynl.io/blog/no-show-rate-formula/

Free calculator: fynl.io/no-show-rate-calculator