

Tallahassee Counseling Center 2022 Scheduling “Cheat Sheet”

(850) 385-9046

TallahasseeCounselingCenter@gmail.com

Although scheduling with our office differs from other provider offices, we have found that this way of scheduling works best and ensures clients are able to maintain consistent appointments. **Appointments fill quickly, so we have created this “cheat sheet” for you to gain a greater understanding of how scheduling works and the easiest way to do so:**

- ❖ On the 1st business day of each month, the calendar for two months ahead will open
 - See chart below
- ❖ Scheduling will begin in the order the calls/emails are received and your call/email will be responded to accordingly.
- ❖ The phone lines may be busy on the first day of scheduling, if this happens you may continue to call *until you get our voicemail*. (We prefer you email us your requests at TallahasseeCounselingCenter@gmail.com) **If you leave a message, please do not continue calling. We will schedule you as close to your request as possible and call you back as soon as we can.**
- ❖ Appointments can be scheduled in office, on the phone, or via e-mail.

What to do when leaving a message or emailing:

1. Provide your name or the client’s name you are scheduling for
2. Therapist’s name
3. Tell us your preferences (what days and times you’d like to be scheduled and how often you come in –weekly, every other week, monthly?–)
4. Leave a good call back number if you are leaving a message

*We cannot guarantee clients will receive their first choice. Leave alternative scheduling options so that we can schedule as close to your desired times as possible.

**If you do not hear from us by the end of the day that you have contacted us to schedule, please call/email us back! We do rely on technology and unfortunately there are times when that technology fails us. However, Please DO NOT call and leave multiple messages and/or emails if you haven’t heard back from us in a few hours.

Tallahassee Counseling Center Scheduling Calendar

CALL/EMAIL ON THIS DAY:	FOR THIS MONTHS SCHEDULE:
Monday, November 1 st , 2021	January 2022
Wednesday, December 1 st , 2021	February 2022
Monday, January 3 rd , 2022	March 2022
Tuesday, February 1 st , 2022	April 2022
Tuesday, March 1 st , 2022	May 2022
Friday, April 1 st , 2022	June 2022
Monday, May 2 nd , 2021	July 2022
Wednesday, June 1 st , 2022	August 2022
Friday July 1 st , 2022	September 2022
Monday, August 2 nd , 2022	October 2022
Thursday, September 1 st , 2022	November 2022
Monday, October 3 rd , 2022	December 2022
Tuesday, November 1 st , 2021	January 2023

**Office Hours: Monday - Thursday: 8am-5pm
Friday: 8am-12pm**