

QUALITY NETWORKING GROUP DECEMBER TASKS LIST

START THE NEW YEAR RIGHT

SCHEDULE

Schedule any recurring meetings for next year and send calendar invites
Schedule next year's external audits and send out responsibilities and tasks for preparation

REVIEW

Action or remove any out-of-date recommendations on your improvement register/quality plan
Review and risk rate next years internal audit schedule

UPDATE

Update your compliance register and any references in procedures to updated requirements

PLAN

Plan next year's quality communication strategy (or download the free done for you strategy)
<https://www.rebeccabradshaw.com.au/free-stuff>