



GET STUFF DONE LIST

Break down your business into the following categories and create lists of those action items that you need to tackle.

Ensure this is available to your senior staff so they can access and allocate suitable work as requirements dictate.

Do you have a staff member that is short of work? Need to fill in some hours of a worker who is at home with a sick kid? Need to plan your internal action list for the coming 12 months?

Use the table to identify, priorities and allocate your tasks.

Business Area	Task Description	Deadline/Priority	Allocated to
Company Policies			
Quality Assurance			
Standard Operating Procedures (SOP's)			
HR Compliance			

OH&S			
Training & Development			
Finance			
Marketing			
IT			
Administration			
Records Management			
Efficiencies			