HOW TO BE COMPLIANCE READY EVERYDAY

1 Organize

Create and label binders for each compliance requirement with newest documents first and tabs that separate types. Maintain an electronic or paper file with the forms used to support the binders for easy access. Retire and discard outdated information.

2 Calendar

Use your Outlook calendar or other project management tools (we like Monday.com) to track all your meetings and document dates. Set reminders so nothing gets missed.

3 Schedule Admin Work

Carve out time every week for admin tasks and let everyone know when the time is scheduled to cut down on interruptions. Close your door to send the message that only urgent interruptions will be accepted.

4 Plan the Week Ahead

Consider all the items needing your attention in the following week: staffing, compliance tasks, meetings, equipment, instruments, and special needs. Use your calendar as a framework for a weekly plan.

5 Take Time

Be sure to schedule recharge time as your calendar allows. To be an effective leader, you need the focus that recharging provides, even if only in small snippets of time.

6 Delegate

Allow yourself to let go of control of tasks that you can trust to others. Examine staff qualities to assign the right person to the delegated task. Meet with staff regularly to outline expectations and discuss progress.

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