



Bookkeeper's *Detox* *Topics of Value*

Wellbeing

◆ —◆ **December - February** ◆ —◆

Time management
Difficult conversations
Promoting our value

AML Compliance

◆ —◆ **March - May** ◆ —◆

What to expect in an inspection
Procedures & flowcharts
Customer due diligence

Pricing & Marketing

◆ —◆ **June - August** ◆ —◆

Learning new skills
Pricing our services
Marketing our practices

Cleaner Working

◆ —◆ **September - November** ◆ —◆

GDPR compliance
Digital hygiene & cyber security
Client engagements & contracts

