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## Brexit Countdown

Agenda for practitioners- what to do and when

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Use this checklist to monitor your progress towards Brexit readiness for your clients:

### 3 MONTHS

To Brexit  
(Start 1 January  
2019 or before)

#### Preparatory work:

1. Make sure everyone in the practice reads the “Brexit – Update for practitioners report.
2. Select team(individual) to organise your response and support re Brexit issues

#### Admin tasks - Divide client list into those that:

1. Import/export from and to the EU
2. May have supply chain issues
3. May have business fitness issues and would benefit from the preparation of a business plan
4. Are key private clients (including expats), directors and business owners

#### Send lists:

1. Import/export fact sheet(s); business fitness fact sheet; count down document
2. Import/export fact sheet(s); business fitness fact sheet; count down document
3. Business fitness fact sheet; count down document
4. Brexit – impact on UK residents, business and expats

#### Website:

1. Instruct web developers to create a Brexit information/support page (based on example at <https://swanpartnership.biz>)
2. Design a social media promotion of the webpage
3. Post suitably edited blog copy provided and push traffic to articles via social media.