



LIST OF IDEAS TO STRENGTHEN YOUR MONEY SYSTEMS & HABITS

Pricing

Do you feel confident in your pricing?

Are you priced for profit?

Are you charging too little or worried you are charging too much?

Do you have good cash flow?

If you work for someone, are you happy with your salary? (The pricing questions apply to this as well!)

Accepting payments

Do you have an easy system for people to pay you?

Do you have a pay now button on your website?

Do you accept credit cards?

Do you accept credit cards online so clients can pay easily?

Do you have automatic transfers or automatic charges set up for your clients?

Are your clients on retainers?

Do you ask for money up front before you provide a service or product?

Invoicing

Do you have a good system for invoicing including how often and when?

Is it easy to track who owes you money?

Do you have a system to send reminders to people who are past due?

Do you have a system for collections?

Do you have a cancellation and/or past due policy?

Tracking Expenses

- Do you have a system for tracking business expenses?
- Do you have a system for tracking personal expenses?
- If you bill clients for expenses, do you have a system for tracking these expenses?
- Do you have a system for tracking when bills are due?
- Do you have a system for tracking your time?
- Do you have a system for tracking employee or contractor time?
- If you bill clients for employee or contractor time, do you have a system for tracking what you need to charge the client?
- Do you have a filing system for receipts?

Spending Time With Your Money

- Do you have a regular schedule for looking at and spending time with your money? It's always good to do a little at a time!
- Do you look at your balances regularly?
- Do you open up mail and bills regularly?
- Do you enter transactions into your books regularly?
- Do you invoice regularly?
- Do you record received payments regularly?
- Do you reconcile your books to your bank statements regularly?
- Do you have a process to track information for taxes?
- Do you have a filing system for paperwork you need for taxes?

Knowing Your Numbers

- Do you look at your financial reports regularly? (Profit and Loss and/or Balance Sheet)
- Do your financial reports make sense to you?
- Do you need to adjust the language used in your financial reports?
- Do you need some education on how to read financial reports?
- Do you compare previous periods and make projections and goals?
- Do you have a budget?
- Do you compare your actuals to your budget?
- Do you have financial software for business?
- Do you have financial software for personal accounts?
- Do you know how to use the software?
- Do you feel like the software gives you the information you need and want?
- Do you need some training on how to use it or run reports?

Banking

- Do you like where you bank?
- Do you like the bank's online platform or app?
- Is it easy to check your balances?
- Is it easy to transfer money and interact with the bank?
- Do you have separate bank accounts for business and personal?
- Do you have separate credit cards for business and personal?
- Do you have PayPal and Venmo accounts?
- How often do you look at your account balances (bank and credit card accounts)?

Support Team

- Do you have a bookkeeper?
- Do you have a CPA?
- Do you have a financial planner?
- Do you have a financial coach?
- Do you like who is on your support team and do you feel like they have your back?
- Do you feel like your communication with your support team is easy and joyful?
- Do you feel like your support team understands your goals and vision?
- Do you feel like your support team helps you strategize?

Mindset

- Do you have a regular practice that supports your mindset around money?
- Do you want or need additional education around money or money systems?
- Do you want or need coaching around your relationship with money?