

CRYSTAL WAMBEKE

CERTIFIED BOOKKEEPER
www.crystalwambeke.com

WORKBOOK + NOTES

HOW TO DO YOUR BOOKKEEPING IN
ONE HOUR PER WEEK

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WHAT HAS STOPPED YOU FROM HAVING SUCCESS
WITH THIS?

WHAT IS YOUR BEST DAY?

NOTES:

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STEP ONE:

NOTES:

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STEP TWO:

IF YOU HAVE PENDING ITEMS?

IF YOU HAVE DUPLICATED TRANSACTIONS?

IF YOU HAVE MISSING TRANSACTIONS?

NOTES:

REMEMBER:

GOOD INFO IN, GOOD INFO OUT

- "Close enough" is not good enough.
- No credit for trying

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STEP THREE:

IF YOU HAVE EXTRA MONEY?

IF YOU DO NOT HAVE ENOUGH MONEY?

NOTES:

REMEMBER:

MONEY IN, MONEY OUT

- These are your cash flows

PROFIT \neq CASH IN BANK

- Cash flow statement
- Budget

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WHAT DOES A BUDGET DO?

NOTES:

REMEMBER:

MONEY IN, MONEY OUT

- Budgets are a secret weapon in your toolbox

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WHAT I GOT FROM THIS COURSE?

NOTES:

MY EXACT STRATEGY:

- REVIEW LAST WEEK
- VERIFY
- PLAN FOR NEXT WEEK
- BUDGET AND REVIEW

....60 MINUTES PER WEEK

CONGRATS!
YOU DID IT!

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