Weekly Money Check-In Guide

A simple, calming routine to help you stay organized and confident in your numbers.

Most business owners don't need a full overhaul - they just need a rhythm. This weekly check-in is designed to help you stay ahead of your finances in a way that feels manageable, steady, and supportive of your business.

1. Review Your Bank & Credit Card Balances

Take a quick look at all business accounts. You're simply checking for:

- expected balances
- anything that looks unusual
- transactions you don't recognize

This step builds awareness without pressure.

2. Reconcile One Account

Choose one account to reconcile fully - checking, savings, loan, or a credit card. Even one clean reconciliation each week creates clarity and momentum.

Tip: If everything is already reconciled, celebrate that win.

3. Categorize Recent Transactions

Sort transactions from the past week or two. Small batches keep things light and prevent month-end overwhelm.

Look for:

- duplicates
- uncategorized items
- personal charges that slipped in

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4. Review Your Income & Expenses

Open your Profit & Loss report and scan for patterns:

- income trends
- expenses that seem higher than usual
- subscriptions you no longer use
- categories that don't look right

You don't need to analyze deeply — just notice.

5. Check Open Invoices & Bills

Spend a few minutes reviewing:

- unpaid invoices
- upcoming bills
- anything overdue

This helps you stay ahead of cash flow instead of reacting to it.

6. Set Aside Money for Taxes

If applicable, transfer a percentage of your income into a tax savings account.
This small habit prevents stress later.

7. Capture Any Questions or To-Dos

As you move through your check-in, jot down anything that needs attention:

- questions for your bookkeeper
- items to follow up on
- things you want to understand better

This keeps your workflow smooth and your mind clear.

8. Celebrate Your Progress

Clarity comes from consistency, not perfection. Even a 15-minute check-in each week strengthens your books and supports better decision-making.

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WHEN TO ASK FOR HELP

(A quick guide for knowing when to reach out)

- You’re unsure how to categorize a transaction
- Your reconciliation doesn’t match the bank
- Reports don’t look right or feel confusing
- You notice duplicate or missing transactions
- You’re behind and don’t know where to start
- You want clearer insight into your numbers
- You’re spending more time fixing than doing

Reaching out early saves time, money, and stress — and keeps your books healthy.

If you ever want support keeping your books clear, organized, and easy to manage, I’m always here to help you move forward with confidence.

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