

The Weekly *Money Date* Checklist

Five steps, about 15 minutes, once a week. Work top to bottom. Flag anything confusing and keep going.

WEEK OF _____

DAY + TIME _____

DONE ☐

1 Balances

2 MIN

- ☐ Checked business bank balance
- ☐ Checked business credit card balance
- ☐ Noted anything that surprised me

2 Transactions

5 MIN

- ☐ Categorized this week's transactions
- ☐ Attached receipts for anything I have them for
- ☐ Flagged anything I'm not sure about (and moved on)

3 Invoices

3 MIN

- ☐ Sent invoices for all work finished this week
- ☐ Checked for past-due invoices
- ☐ Sent one friendly follow-up on the oldest past-due invoice

4 Upcoming Bills

3 MIN

- ☐ Looked at bills due in the next two weeks
- ☐ Confirmed there's enough cash to cover them
- ☐ Noted anything that could be tight

5 One Question

2 MIN

- ☐ Wrote down one thing I noticed or wondered about this week

Rough week? Just do Steps 1 and 3. That still counts.

Once a month, add these

- ☐ Reconciled bank and credit card accounts
- ☐ Reviewed my Profit and Loss statement
- ☐ Compared last month's profit to my bank balance change
- ☐ Picked one question from my list to dig into or ask my bookkeeper

How to use it

Go in order. Balances first tell you what to watch for.

Don't get stuck. Over a minute? Flag it, keep going.

Done beats perfect. Steps 1 and 3 still count.

Keep old checklists. Your questions become your next bookkeeper agenda.

Invoice follow-up to copy

Hi [Name]! Just a quick reminder that invoice [#] for [service] is still open. Here's the link to pay: [link]. Let me know if you need me to resend anything. Thanks so much!

No apologies, no awkwardness.

Flagged items & questions

Focus on what you love. I'll take care of the rest.

Want someone to keep the money date for you? Reach out at LBargerBooks.com or message me on LinkedIn. Listen to **The Business Break** on Spotify, Apple Podcasts, Amazon Music, and iHeartRadio.

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