

**DAY 5**  
**CHAPTER 5**  
**RE-EVALUATE**

**PERSONAL PRE-SPENDING PLAN SCHEDULE WORKSHEET**

- To measure progress, make adjustments according to growth; as you establish better habits, be sure to readjust the financial structure of checks and balances along the way.
- Follow these steps to Track, Assess, Evaluate, and Re-Structure during your Re-Evaluation stage.
- Keep all receipts in a weekly envelope to be sure to document all expenditures for the week, or it can be done daily. These can also be used to validate all debits on your bank statements.
- Be sure to schedule this in your time blocking as you learn new ways to transform your spending habits for success.

**SCHEDULE TIME FOR DOCUMENTATION**

1. **Personal Assessment:** Schedule this time on your calendar.
2. **Verification of Expenses with Monthly Bank Statements:**
  - a. Check off all receipts against the bank statement.
  - b. Add all unchecked debits to the Pre-Spending Plan (this can also help identify incorrect charges)
  - c. Check off all Deposits to validate Income on PSP (Pre-Spending Plan)
  - d. Total all Deposits / Income on PSP
  - e. Total all Expenses on PSP
  - f. Verify bank statement balance by subtracting expenses from deposits
3. **Evaluate Pre-Spending Plan for next month.** Compare Pre-Spending Plan with actual spending:
  - a. Where did you fall short?
  - b. Where did you succeed?
  - c. What habits have you established that have helped?
  - d. What habits do you have that hinder your growth?
4. **RE-EVALUATE YOUR HABITS** to establish stronger ones or new ones to meet goals
  - a. Looking at the areas of overspending, what habits need to be Re-Structured?

**DAY 5**  
**CHAPTER 5**  
**RE-EVALUATE**

- b. Re-Structure Habits and Goals on One Page Success Plan as Needed (once monthly Pre-Spending Plans are met, this can be scheduled to Quarterly)

**5. Complete Pre-Spending Plan for next month**

**BUSINESS FINANCIAL PLAN SCHEDULE WORKSHEET**

- To measure progress, make adjustments as you grow, and continually establish better habits with your finances.
- Use the following steps to track, Assess, Evaluate and Re-Structure during your Re-Evaluation stage.
- Keep all receipts and daily deposits in a weekly envelope to be sure to document all expenditures and income for the week, or it can be done daily.
- The schedule depends on you and your determination to transform your spending habits for success. These can also be used to validate all debits on your bank statements.

**SCHEDULE TIME FOR DOCUMENTATION**

- 1. Business Assessment:** Schedule this time on your calendar.
- 2. Verification of Expenses with Monthly Bank Statements**
  - Check off all receipts and deposits against a bank statement
  - Add all unchecked debits to Financial Plan (this can also help identify incorrect charges)
  - Check off all Deposits to validate Income on BFP (Business Financial Plan)
  - Total all credits on BFP
  - Total all debits on BFP
  - Verify bank statement balance by subtracting debts from credits and adding starting balance. (This is Balancing the Books)
- 3. Evaluate Financial Plan for next month**
  - Compare your Financial Plan with actual spending.
  - Where did you fall short?
  - Where did you succeed?
  - What habits have you established that have helped?

**(BUSINESS FINANCIAL PLAN SCHEDULE WORKSHEET (cont))**

**DAY 5**  
**CHAPTER 5**  
**RE-EVALUATE**

- What habits do you have that hinder your growth?
- RE-EVALUATE HABITS to establish stronger ones or new ones to meet goals.
- Looking at the areas of overspending, what needs to be Re-Structured?

4. Complete Financial Plan for next month

- Re-Structure Habits and Goals on the One Page Success Plan as Needed (once monthly Pre-Spending Plans are met, this can be scheduled to Quarterly)

5. Inventory

- Be sure to include a schedule for Inventory
- Demands - A Business cannot meet the needs of clients without anticipating expenses:
  - ordering supplies
  - filling orders
  - increasing production
- Supply - You need to be aware of:
  - Cost
  - Need
  - How long will it take to re-supply?

Time is money, as we will cover in the next chapter, and it can be critical for your business to create an inventory checklist to anticipate costs or expenses. It is also helpful when Re-Structuring your monthly Financial Plan.

Link to worksheet:

**BUSINESS FINANCIAL WORKSHEET**