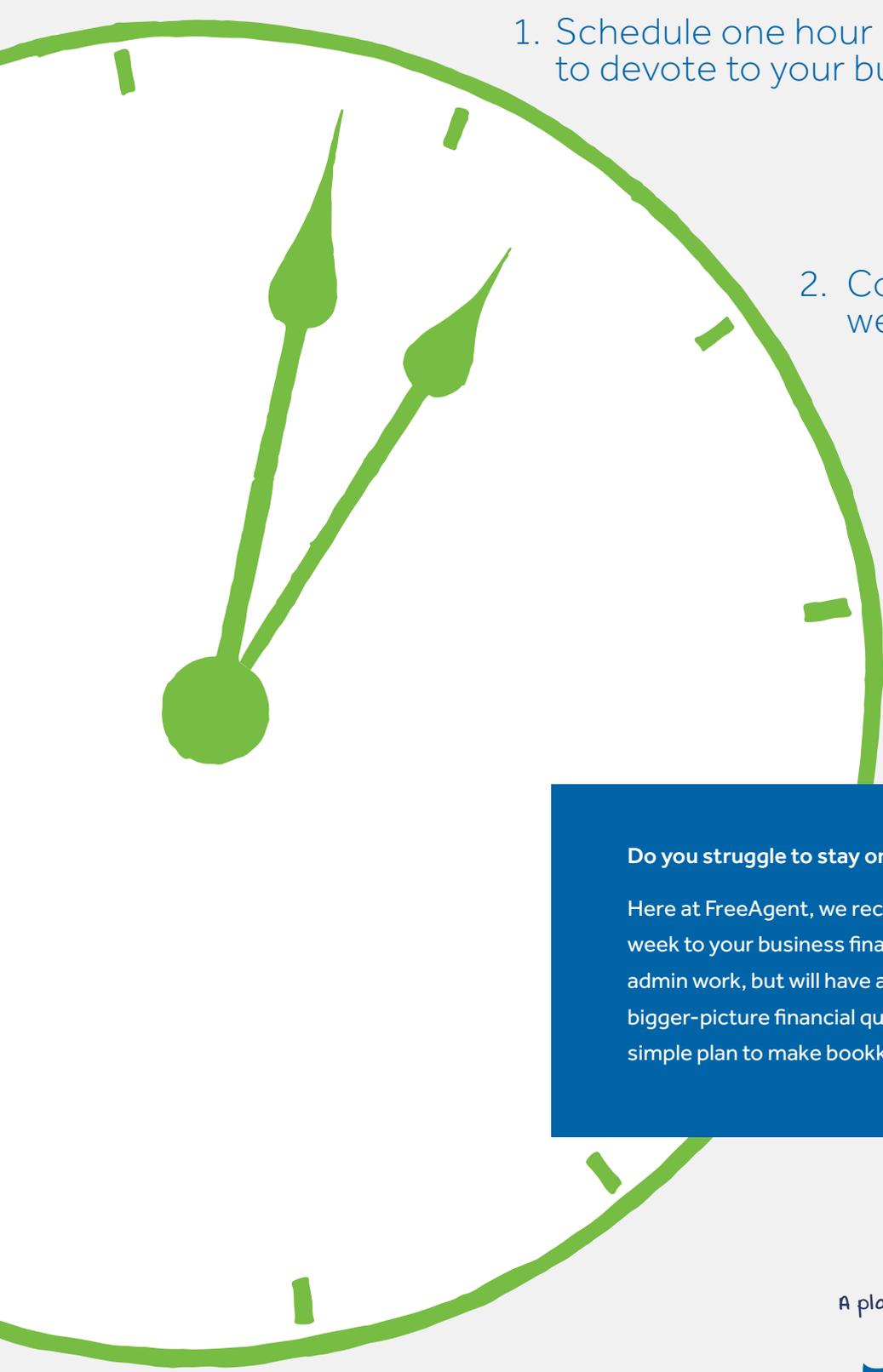


3 simple steps for managing your books

Improve your business in just one hour a week.



1. Schedule one hour a week to devote to your business finances

2. Complete your weekly checklist

3. Do a two-minute task every day

Do you struggle to stay on top of your business finances?

Here at FreeAgent, we reckon that if you dedicate just one hour a week to your business finances, you won't just save time on the admin work, but will have a chance to work through all those bigger-picture financial questions. Ready to go? Here's our simple plan to make bookkeeping anxiety a thing of the past.

A plan for freelancers and smaller businesses, made with love by

freeagent

1. Pick your hour a week

- The most important step is to create a routine for managing your books. For many businesses this can be as simple as dedicating an hour a week. Remember to block off this time in your diary and set reminders so you don't forget.

2. Your weekly checklist

- Keep up to date with your invoices**
If invoicing is taking too much of your time, think about automating parts of the process. With FreeAgent you can set up recurring invoices, and even set unpaid invoices to chase themselves.
- Manage your bills**
Keep a record of outstanding bills to suppliers so you'll always know who you owe, how much you owe, and when to pay.
- Reconcile your bank transactions**
Stay on top of your bank transactions so you have an up-to-date view of your cash flow. You can upload your bank statements to FreeAgent or set up an automated bank feed, then just "explain" each transaction.
- Check that your projects are earning enough**
Where's your time best spent? Record all of your costs and unbillable time against your projects to get the full view. In FreeAgent, use the project profitability area to spot your most valuable projects.
- Learn one new thing about your business**
What secrets is your business hiding from you? Turn detective and consider things like reviewing your pricing, understanding seasonality in your business, and monitoring what your competitors are up to.

3. Two-minute daily tasks

- Record expenses as you go**
Do you have a receipt in your wallet right now, likely to be forgotten or lost? Take a quick snap of that receipt on your phone - in FreeAgent you can upload it as an expense entry.
- Track your time on the go**
Going into a client meeting? Track your time there and then, before you forget. FreeAgent's mobile-friendly time tracker makes this easy. Remember to also track time you **don't** charge a client for, so you can measure your project's profitability.

Dedicating time to your regular bookkeeping every week puts you in a better position to tackle the big challenges for your business, like paying taxes and planning for growth. FreeAgent helps you every step of the way, letting you forecast tax commitments, track your profit and cashflow, send professionally designed invoices, and manage expenses.

Try it now at freeagent.com