



6 Core Guidelines In Using The Money Tracking Sheet With Your Clients

1. Track every penny coming in, no matter where the money came from.
2. The amount of money you're tracking is the amount that *first* comes in, before any expenses or deductions.
3. The Money Tracking Sheet is not meant to be a substitute for a bookkeeping system.
4. Every day on your Money Tracking Sheet will have a number journaled on it, even if the number is zero.
5. The amount you're journaling is actual cash coming in, not money booked.
6. Create a Money Tracking Sheet specifically for your business.

Tip: If you keep a Money Tracking Sheet for your business I also recommend keeping one for your household. Your household Money Tracking Sheet is where you'll count your spouse's income as well as income from investments, the amount of money you pay yourself out of your business, yard sale money, gift cards or gift money, even the money you find under the couch or in the back seat of your car.

Tip: Don't be surprised if in coaching your client to use the Money Tracking Sheet it illuminates other areas of their life that need to be addressed.

Tip: Money doesn't change you, it simply magnifies the qualities *within* you that you already possess.