

## 10. Pay Careful Attention to Cash Flow

It is vitally important to keep track of what you owe for credit cards, bank loans, mortgages, and other debts. Keep good records, and don't spend business profits until they are actually realized. Bill your clients and customers promptly to keep your cash flow moving, and budget your credit payments so you don't take on more credit than you can afford.

Never treat credit like cash in your pocket. Set your budget and stick to it. Monitor your spending and your employees' spending in real time instead of waiting until the end of the month to figure out how much you have spent. It might be a legitimate purchase, but if you can't make the payments, you can overextend yourself. If the option is available, take advantage of flexible payment terms or a financing vehicle, because this could help you with your cash flow, especially in slow revenue periods.