

Financial training For non financial staff



The financial training specialists

Financial habits - part 1 (Budgeting, Profit)

This is the first in a series of blogs about establishing good habits to help you stay on top of your financial targets at work.

The first challenge is simply to spend time on your finances every week.

So establish the habit of carving out some time every week to focus on your financial performance. It doesn't need to be long, but it does need to be regular. How about 10 minutes on Monday and the same again on Thursday. **Every** Monday and Thursday. **Every** week.

What will happen as you start doing this every week?

First, finance will become less of a mystery as you spend more time on it.

Also you'll find is that you become more aware of the financial impact of your day to day activities.

Another effect is that you'll give more thought to the financial dimensions of the business decisions you make.

These results will come simply from exposing yourself to financial information. My last car was the first I had with a computer, and I set the display to average fuel consumption (typical accountant!). Over time my driving style changed as I made the links between how I drove, and my miles per gallon.

So: 10 minutes twice a week on your budget. What have you spent? What do you need to order? What have you achieved? What can you invoice this week? What customer invoices are still unpaid? Why?

Next week we'll look at the process of approving supplier invoices for payment.