

# 21 Smart Ways to

## Increase Your Cash Flow

Spend less by renegotiating office supplies deals

Make money by leasing unused office or production area

Sell leftover production materials including metal, paper or cardboard leftovers

Save money by shopping around for competitive quotes business and personal insurance

Save money by consolidating your bank accounts

Take debt only after a thorough cost-benefit analysis to see if you can service the debt

Go digital – develop an email marketing plan to increase low cost referral business and reduce reliance on expensive traditional marketing methods.

Make networking an integral part of your marketing to get more clients and referral business.

Use social media scheduling tools like Buffer & Hootsuite- Spend 10 minutes a week and fire your agency

Minimize time wasters – Make a to-do list for each day using apps like Rescue time or Focus booster.

Save time by optimizing your daily work flow- Schedule all phone calls and emails to specific time

Allow notifications only from useful apps and consider disabling the notifications from the ones that are not critical.

Pay only for the work done- Monitor and pay for billable hours of your employees with apps such as Toggl and Paymo.

Free up your time to take on better paying clients. Consider hiring a virtual assistant online from Fiverr or Upwork.

Increase business productivity by scheduling daily and weekly work for yourself and the team.

Save time by minimizing meeting time. Be prepared earlier with notes on the meeting agenda.

Use digital technology wherever you can to cut costs like video conferencing, scheduling apps

Save money by using Google docs, spreadsheets instead of buying Microsoft Office subscriptions

Use free cloud data storage from Google drive to store your data online

Consider subcontracting to be more productive and take on more clients

Develop a laser focus on work quality to increase repeat clients, referrals and strengthen your brand.