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Powering Businesses. Creating Jobs.



# Simple Guide to Manage Your Finance

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**Need assistance? Reach out to our team**

**Contact us on : +91 93730 35540**

**We work from Monday to Friday 10 a.m to 6 p.m**

# Simple Guide to Manage Your Finance

| | Entrepreneurial Mindset |
|---|---|
| | **Task** |
| ☐ | Set clear goals for what you want to achieve in your business. |
| ☐ | Be ready to face challenges and learn from them. |
| ☐ | Build connections with others who can support or advise you. |
| ☐ | Take safe risks to help your business grow slowly but surely. |
| ☐ | Keep personal money separate from business money to avoid confusion. |

| | Efficient Business Planning |
|---|---|
| | **Task** |
| ☐ | Identify your customers' needs and match your offerings. |
| ☐ | Create a basic budget for earnings and expenses. |
| ☐ | Consider using personal savings, family support, or small loans to start. |
| ☐ | Look for government assistance and loans from banks or NBFCs. |
| ☐ | Regularly review and adjust your plan as necessary. |

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| | Personal and Business Finance Management |
|---|---|
| | **Task** |
| ☐ | Separate personal money and business money for easier tracking. |
| ☐ | Use digital payments if possible for quick and safe money tracking. |
| ☐ | Record all income and expenses to understand your profits and losses. |
| ☐ | Put some profit back into the business to support its growth. |
| ☐ | Learn basic money management to make sure you're spending wisely. |

| | Understanding and getting ready for business loans |
|---|---|
| | **Task** |
| ☐ | Identify key business costs like rent, salaries, and supplies. |
| ☐ | Prepare a plan for loan repayment. |
| ☐ | Pay bills on time to build a strong credit score. |
| ☐ | Repay debts quickly to improve loan prospects in the future. |
| ☐ | Collect required licenses and documents to prove your business is legitimate. |

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| | Manage Business Finance |
|---|---|
| | **Task** |
| ☐ | Track all cash flow so you have enough for daily needs and expenses. |
| ☐ | Record every rupee earned and spent to avoid cash shortages. |
| ☐ | Set aside a little extra money for emergencies. |
| ☐ | Avoid spending on things that don't help your business grow. |
| ☐ | Create a budget to control costs and reach your financial goals. |

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Thank you so much for choosing our checklist!
We genuinely hope it becomes your guiding star on your exciting journey into the world of entrepreneurship.



Wish you All the Best for your journey!

Should you require any further assistance, please feel free to reach out, and we will be delighted to assist you!

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