

The Closing Down 2017 & Preparing and Creating 2018 Checklists (see @ www.sherryhanes.com Training Center/Business Management/Yearend Preparation) are intended to empower you and give you direction. They are merely suggestions based on experience. You will be able to check off some immediately, put some on your to do list, others on your list of intentions and some you may choose to totally disregard.

SUGGESTION: CLOSE DOWN 2017 DURING NON-PEOPLE TIME!

Closing Down 2017 Fiscally

- Year End Inventory counted & tallied on 12/31/17 include any inventory ordered in 2017 but not yet arrived—Boulevard Business Tools/Reports/Inventory “Inventory List by Category Report” & balanced with products in inventory and for display. Here's an additional tip: You can also enter & calculate your inventory online at MK InTouch. Just go in as if you were doing an order and enter the total number of each product. The order sheet will tabulate it all for you and at the end, you can print the entire order and you will know exactly what is on your shelf!
- Odometer Reading taken for ending mileage on 12/31/17 for vehicle used for business & tally MK miles driven for year.
- Attempt to collect/settle any outstanding product trades, customer deliveries, & outstanding customer balances owing
- Weekly Accomplishment Sheets Up-to-Date & tallied for year—Boulevard print out “Annual Gross Receipts” Report which tallies WAS for the year
- Gather, tally & put in a file folder, envelope, or box your expenses for year from monthly records, checkbook register, receipts or if you have entered your expenses into Boulevard, go to Business tools/Reports/Expense/Detailed Listing by Category and print. Make certain that the following are reflected in your records: Non-recovered sales tax, Products used for personal use, gifts, door prizes, donated or used for demonstration, PCP, office supplies, other supplies for business & Section 2 including tax. You will also want to include a list of household expenses: Electrical, water, garbage service, homeowners insurance, home repairs, property tax, etc. This is very important to benefit from the tax advantages that your business allows you! Remember to be SMART in choosing a tax per son who is knowledgeable about an IN HOME BUSINESS to get all your eligible deductions!
- Have you earned any prizes that you have not received? Be certain to let your Director know these things!

Closing Down 2017 Mentally

Take time to know the answers to the following & share with your Director if you so choose:

- What was my greatest blessing?
- What was my greatest lesson?
- What do “I wish I had?”
- What am “I glad I did?”
- What am I aware of that I definitely am committing to change in 2018?
- What story have I been telling myself that I am now willing to give up?
- What fear have I held on to that I am now ready to bust?
- Other important thoughts to recall in looking back at 2017 in review?

Closing Down 2017 Physically

- Move out 2017 records from their space to make room for 2018 records, new systems, etc.
- Look back through my date book and notebooks to make lists of lingering customer, booking, or recruiting prospects that I can follow up with in 2018.
- Look back through date book, notebooks, lists, notes, etc. for any undone tasks that are still necessary to complete.
- Clean up work space. File or trash any unnecessary paper. Tip: Create Virtual and/or physical file folders by the month and file ideas in the month they will be used or the month you would need to begin planning to utilize.
- Clean out your email—responding, deleting, or filing