

Prepare to Win:

MANAGE YOUR MONEY

It's a great time to be a real estate agent! If you're ready to grow your business, it's time to master the ability to manage your money. Start by keeping your personal and business expenses separate to offer a clear view of the health of your business. This simple step will uncover opportunities to trim your personal expenses so you can invest more in your business.

Use this resource to project your income, identify your expenses and improve your ability to manage your money. Track yourself for a quarter and uncover what adjustments you can make to earn more.

BUSINESS INCOME AND EXPENSES			
QUARTER:	Month 1	Month 2	Month 3
Income			
Gross Commissions	\$	\$	\$
Referral Fees	\$	\$	\$
Other	\$	\$	\$
TOTAL INCOME (Add Together)	\$	\$	\$
Expenses			
Taxes	\$	\$	\$
Salaries	\$	\$	\$
Payroll / Commission Splits	\$	\$	\$
Desk Fees	\$	\$	\$
Office Expenses	\$	\$	\$
CRM/Business Subscriptions	\$	\$	\$
Marketing/Advertising	\$	\$	\$
Client Entertainment	\$	\$	\$
Internet/Mobile Phone	\$	\$	\$
Auto Expenses (For Business)	\$	\$	\$
Other Business Expenses	\$	\$	\$
TOTAL EXPENSES (Add Together)	\$	\$	\$
Net Income (Income - Expenses)	\$	\$	\$

PRO TIP: Have separate accounts for personal, business and taxes and when you get a commission check, consistently transfer the same percentage into each account. For example, 50% for your personal account, 30% for your business account and 20% for your tax account.



PERSONAL AND HOUSEHOLD EXPENSES



QUARTER:	Month 1	Month 2	Month 3
Fixed Expenses (Necessities)			
Mortgage/Rent	\$	\$	\$
Auto Expenses (personal)	\$	\$	\$
Insurance	\$	\$	\$
Internet/Utilities	\$	\$	\$
Phone Bill	\$	\$	\$
Tuition/Childcare	\$	\$	\$
Debt	\$	\$	\$
Irregular Expenses (Adjustable Needs)			
Home Maintenance	\$	\$	\$
Groceries	\$	\$	\$
Health/Medical	\$	\$	\$
Fitness/Beauty	\$	\$	\$
Clothing	\$	\$	\$
Discretionary (Pure Needs)			
Restaurants	\$	\$	\$
Entertainment	\$	\$	\$
Travel	\$	\$	\$
Media/Subscriptions	\$	\$	\$
Gifts	\$	\$	\$
TOTAL (Add Together)	\$	\$	\$
What's Left? (Net Income - Total)	\$	\$	\$

Coaching™ Members work with a Certified Buffini & Company Coach to build a financial plan that supports the life of their dreams. In fact, One2One Coaching Members earn on average \$310,000 / year.

You can increase "what's left?" by shifting your irregular expenses and reducing your discretionary needs. For example, if you get your haircut every six weeks, try extending it to every eight weeks and without much effort you will save a few hundred dollars over the course of a year that you can invest in growing your business.