

# MONDAY MORNING 15-MINUTE REVIEW

## Cash Flow Mastery System

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**Time:** 9:00 AM | **Duration:** 15 minutes | **Week of:** \_\_\_\_\_

### MINUTES 0-5: UPDATE REALITY

☐ Pull current cash balance (all accounts)

Main account: \$ \_\_\_\_\_

Reserve account: \$ \_\_\_\_\_

Available credit: \$ \_\_\_\_\_

**TOTAL ACCESSIBLE CASH:** \$ \_\_\_\_\_

☐ Calculate cash runway: **Cash ÷ Weekly Expenses** = \_\_\_\_\_ weeks

☐ Note any unexpected changes from last week:

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### **Determine traffic light status:**

☐ GREEN (8+ weeks runway, collections on track)

☐ AMBER (4-8 weeks runway, or collection concerns)

☐ RED (Under 4 weeks runway, or severe problems)

### MINUTES 5-10: REVIEW FORECAST

☐ Roll forward forecast (delete Week 1, add Week 5)

☐ Update any changed customer payments:

Customer: \_\_\_\_\_ Changed from \$ \_\_\_\_\_ to \$ \_\_\_\_\_

Customer: \_\_\_\_\_ Changed from \$ \_\_\_\_\_ to \$ \_\_\_\_\_

☐ Update any changed expenses:

Expense: \_\_\_\_\_ Changed from \$ \_\_\_\_\_ to \$ \_\_\_\_\_

Expense: \_\_\_\_\_ Changed from \$ \_\_\_\_\_ to \$ \_\_\_\_\_

☐ Note forecast accuracy from last week:

Predicted cash position: \$ \_\_\_\_\_

Actual cash position: \$ \_\_\_\_\_

Variance: \$ \_\_\_\_\_ (\_\_\_\_%)

Accuracy: ☐ Within 10% ☐ Within 20% ☐ Over 20% off

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### MINUTES 10-13: IDENTIFY ACTION

What is the most significant risk in the next 4 weeks?

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What is the most significant opportunity in the next 4 weeks?

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What is the **ONE** action needed this week (be specific):

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### MINUTES 13-15: SCHEDULE ACTION

Block time in the calendar for action

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Duration:** \_\_\_\_\_

Set a reminder for follow-up

**Reminder date:** \_\_\_\_\_

**Document decision in notes:**

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**REVIEW COMPLETE!** Mark streak tracker →

## 12-WEEK STREAK TRACKER

Week 1 ☐ Week 2 ☐ Week 3 ☐ Week 4 ☐ Week 5 ☐ Week 6 ☐ Week 7 ☐  
Week 8 ☐ Week 9 ☐ Week 10 ☐ Week 11 ☐ Week 12 ☐

Current Streak: \_\_\_\_\_ consecutive weeks

**"The businesses that master cash flow don't have better strategies. They have better habits."**