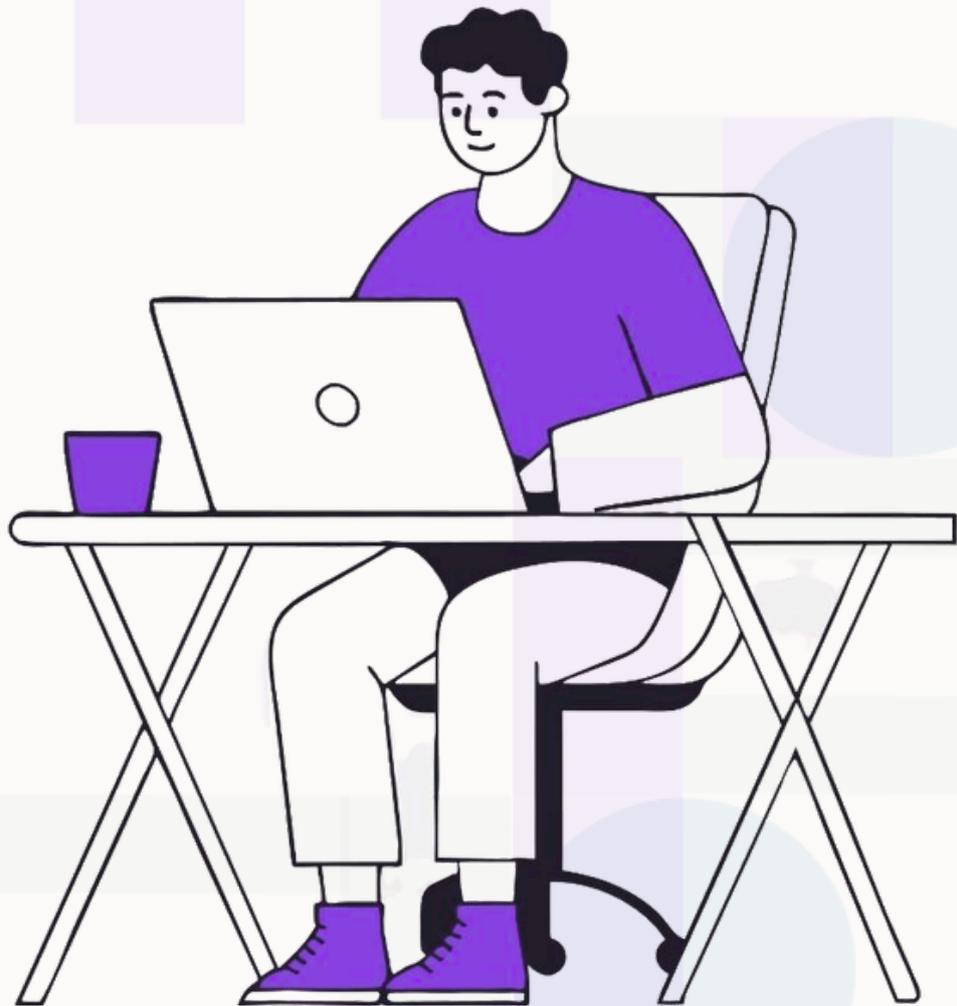


# Bookkeeping Action Plan for Freelancers

Track Income & Expenses Easily



# Why Bookkeeping Matters

Freelancing gives you freedom, but managing your own finances is essential for success. Without organized records, it's easy to lose track of payments, mix personal and business expenses, and feel stressed during tax season.

This action plan will help you track income, log expenses, and stay organized year-round and all without complicated accounting skills. Follow these simple steps to take control of your freelance finances and work smarter, not harder.

# *Your Bookkeeping Steps*

**Open a Separate Business Account:** Keep personal and business finances separate.

**Track Income Immediately:** Log every client payment as soon as it's received.

**Log Expenses Consistently:** Record all business-related expenses and upload receipts.

**Monitor Invoices:** Mark each invoice as Paid, Unpaid, Partially Paid, or Overdue.

**Reconcile Monthly:** Compare your records with bank statements to catch errors early.

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**Keep Records Organized Year-Round:** Store all data in one system for easy access.

**Use Automation with Billing:** Streamline invoicing and expense tracking.