30-Minute Quick Start

Use this before opening the rest of the bundle.

The goal of this exercise is not perfect bookkeeping. The goal is to get a simple, useful picture of your current cash position and decide what needs attention first.

Set a timer for 30 minutes. Use rough numbers if exact numbers are not available. You can refine them later in the spreadsheets.

Step 1 - Write down cash available now

Item	Amount	Notes
Business checking balance	$	
Business savings balance	$	
Payment processors expected to transfer soon	$	
Other immediately available cash	$	
Total available cash	$	

Step 2 - List money expected this week

Source / Customer	Expected Date	Amount	Confidence
		$	High / Medium / Low
		$	High / Medium / Low
		$	High / Medium / Low
		$	High / Medium / Low

Step 3 - List required cash out this week

Expense / Bill	Due Date	Amount	Can delay?
		$	Yes / No
		$	Yes / No
		$	Yes / No
		$	Yes / No

Step 4 - Pick your cash status

Choose the row that best describes your current situation. This is not a judgment; it is simply a way to decide what to do next.

Status	Use if...	Action
Green	Expected cash comfortably covers this week and next week.	Open the 13-Week Cash Flow Forecast and start planning ahead.
Yellow	Cash covers this week, but next week is uncertain.	Use the Weekly Cash Review Worksheet and follow up on expected cash in.
Red	Cash may not cover required expenses.	Open the Red Light Emergency Protocol and prioritize collections, expense pauses, and owner decisions.

Step 5 - Choose one action for today

Do not try to fix everything at once. Pick one useful action and assign an owner and deadline.

Action I will take today	Owner	Deadline

Next recommended file: *13-Week Cash Flow Forecast.xlsx*