ЭКЗАМЕНАЦИОННЫЙ БИЛЕТ № 24

4. Выполните анализ и реферирование текста «How to lower business expenditures» (15 баллов)

No matter what level your business is currently on – from the startup phase to well established – cutting business costs is always in the back of a business owner's mind. 82% of all businesses fail because of cash flow problems. The easiest way to reduce business costs is to recognize the necessary from the unnecessary. Reducing costs and creating healthy processes that will only cost you less money over time doesn't have to be time-consuming or take too much thought.

It's just about making smart choices when reducing business costs. Using technology whenever possible can help you save money and take your business forward.

Switch to a digital invoice and bill payment system and you can file all paperwork on your computer. For example, the Connecteam checklist app makes it easy to switch all checklists, forms, and reports to digital. In just a tap, you and your employees have access to all the paper forms needed so you don't waste time printing thousands of documents and no one has to lug around heavy binders. Onboarding forms, expense reimbursement forms, vacation requests, sick leave forms, safety reports, invoices, equipment checkout and so much more can be filled from anywhere and will automatically land at your desk. Everything you and your employees need is available at your fingertips.

Budgeting is kind of a no-brainer when it comes to reducing business costs. You just can't make smart financial decisions if you don't actually have a clear idea of how much money is coming in and out each month. A budget allows you to have a daily view of how you can reduce business expenses right then and there. Budgeting and financial management must be a focus so that you can avoid common mistakes.

Time is money – isn't that how the saying goes? So be sure to work productively without wasting time otherwise you're just wasting money. Minimize distractions. Apps like Focus Booster, Todoist, etc can help you to focus and to stay on point so important tasks get done first. Meetings should run on a predetermined block of time so everyone has to show up on time, should stick to the agenda, and needs to wrap up at the appointed time. Avoid unnecessary meetings by having everyone send a meeting agenda so they can highlight what needs to be discussed. If you can answer most of their points in an email, then there is no need for a meeting.