

Cash Flow Coaching Kit Logo

Record Keeping: Lisa's Paper Records

[Narrator] - Lisa works long hours and stays up late doing the books.

She frequently misses family events on weekends playing catch-up with her paperwork.

She uses a manual record keeping system that she is comfortable with, but is time consuming to maintain.

[Lisa] - I am super busy.

I work all day.

By the time I get home and catch up with my family there is no time for me.

I find myself doing a long slog over a weekend trying to get on top of all my paperwork.

I've even missed the kids footy a few times.

A digital record keeping system would be great but I don't have the time to learn and I'm not sure I can afford it.

[Narrator] - A good record keeping system is an investment in having more time in your life for what matters.

There are low cost or free systems available.

The ATO's electronic record keeping webpage is a good place to start.

If you are a sole-trader and have basic record keeping requirements, the free ATO App may help.

When looking for a digital system, find one that will match your record keeping needs.

Consider how complex the system needs to be.

Investing time up front to learn new software will save you time in the future.