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ISSUE 1 | VOLUME 1 | YEAR 2011

Bookkeeping *Tips*

BOOKKEEPING AND ORGANIZATION GO HAND IN HAND AND ARE A KEY TO YOUR SUCCESS.

Helping you achieve your financial goals

There are many books out there talking about how to achieve your financial goals. Here are some basics that will help you to achieve your financial goals for this year:

Make a **budget** for your personal life and your business and actually do it!
Set some easy **goals** to reach for each month.

Pay down your debt every month

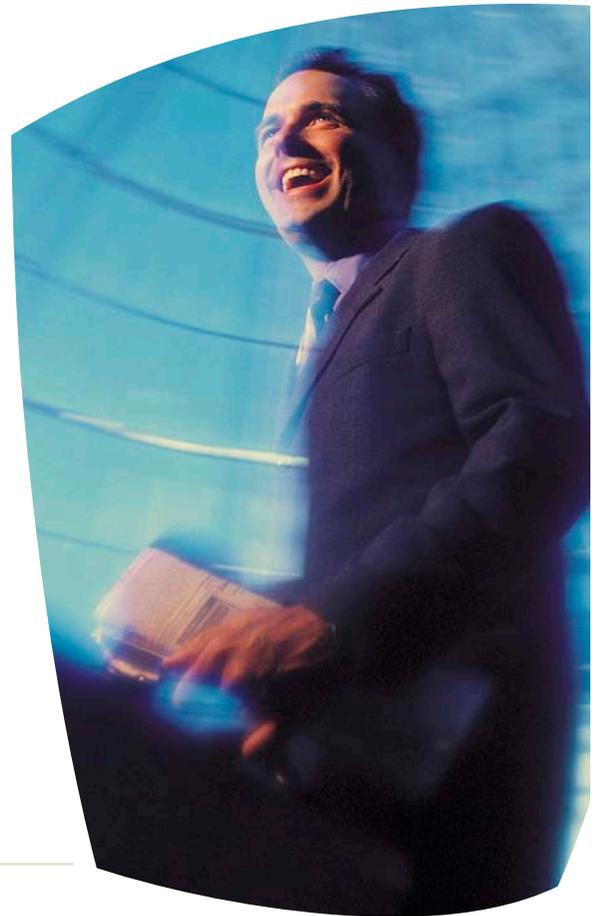
Look at some **investments** in commodities, real estate and educate yourself in these areas. Buy some silver or gold.
Plan how to spend your **excess money** when it comes in. For example: Charity 10% then split it up into four groups, investing, savings, debt reduction and spending. If you have a 1000.00 here is how it would look:

1000.00
-10%
900.00
 /4
225.00

Savings 225.00
Investing 225.00
Debt Reduction 225.00
Spend 225.00

Now the above is just an example of what you can do with it. You may have other ideas of what you want to do with your money.

You will find as you do some of these things that your mindset will change and you will start to develop some good financial habits.

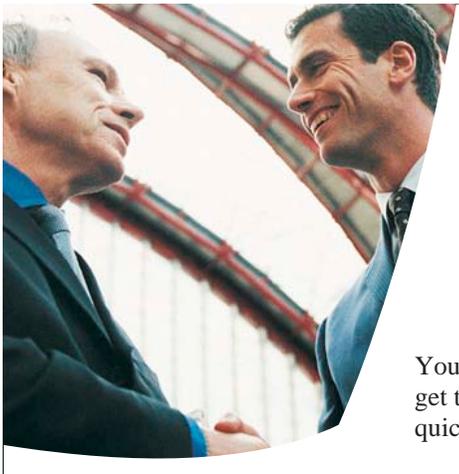


T4 Time

Its that time of year again where businesses need to submit their T4's. Here is some information from the CCRA about that deadline: "In all instances, you have to file your T4 information return no later than the **last day of February following the calendar year to which the information return applies**. We consider your return to be filed on the day we receive it or the day it is postmarked, whichever is earlier. If the due date falls on a Saturday or Sunday, or a public holiday, it is due on the **next business day**. If you fail to file it on time, we may assess a penalty."

So make sure to get your T4's submitted on time and avoid the costly late penalties. For more information visit www.canada.gc.ca .

If you late make sure to get them in ASAP so as to avoid further penalites!!!



New Year, New Goals

Everything you desire is on the other side of what you won't do. Dr. Stacia Pierce

New Year, New Goals

2011 Has come and now we are onto creating new Dreams and new Goals. Don't let your goals from last year slip away. Instead make them first on your list for this year.

You will find that you will get them accomplished quicker and won't have quit.

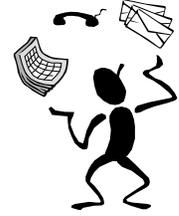
Finishing what you start is an important habit and also an important attitude to have. If you continue to give up you will not reach your ultimate potential.

We all need to have wins under our belts so make it easy on yourself and finish what you started last year

and then just add to it for this year. You will find if you do you will have a greater success rate and you will feel good about what you have accomplished so far. Most people just need an extra month or so to accomplish their goals from the following year.

So don't quit, instead press on and see how quickly things will get done.

ORGANIZING TIPS



-Time management is of the essence if we are to be successful. Begin by scheduling all the important dates on your calendar then schedule all your other commitments around those.

-Paperwork should only be handled once. Read it, file it, redirect it to someone else, schedule it or toss it. Get a good bookkeeper to help you stay organized.



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