

FINANCIAL SAVVY

Being “MoneySmart” on Behalf of Your Company

1. **Be proactive.** Look for ways to save the company money.
2. **Purchase what you need, when you need it.** Don’t “hoard” supplies.
3. **Earn your pay.** Things such as begin work on time and stop on time. A full day’s work for a full day’s pay.
4. **Use the “bulk system” appropriately.**
5. **Keep a “Needs List” handy** so that you purchase what you need and not what you “think” you need. Update often.
6. **Use student labor.** Invest in future citizens, groom your own.
7. **Band with other businesses.**
8. **Piggy back on training opportunities.**
9. **Cut operational expenses.**
10. **Use “freebies”.**
11. **Take advantage of purchasing discounts.**
12. **Use student interns.**
13. **Don’t forget the military resources.**
14. **Must you print “in color” or will “black and white” work just fine?**
15. **Pocket folders vs. non pocket folders. Color folders vs. no color?**
16. **Post office mailings vs. other sources.**
17. **Phone call vs. emails (Time savers vs. time wasters).**
18. **Car pooling benefits.**
19. **Healthy Habits Programs (save on insurance plans)**
20. **Encourage employee solutions for improvements, cost savings, etc.**
21. **Get customers/clients involved in saving dollars.**

Other Tips:

1. **Focus on “hiring right” the first time and retaining good people.**
2. **Contract out special projects, appropriately**
3. **Teach other companies what you know, for a fee**
4. **Employ disabled individuals and reassess the hiring of 50+**
5. **Teach Emotional Intelligence (EQ)**

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