

**PROFITABLE
NOW**



**THE TOP 50
EXPENSES TO
CONSIDER CUTTING
CHECKLIST**

EXPENSES TO CONSIDER CUTTING	YES	NO	MAYBE	PROJECTED SAVINGS
1. OFFICE SUPPLIES AND EQUIPMENT				
2. BUY SECOND-HAND EQUIPMENT				
3. RECURRING SERVICES				
4. REDUCE SOFTWARE LICENSES				
5. IMPROVE STAFF EFFICIENCY				
6. OUTSOURCE NON-ESSENTIAL FUNCTIONS				
7. STOP PAYING ASSOCIATION FEES				
8. SHOP YOUR VENDORS				
9. STOP RUNNING PRINT ADS				
10. SWITCH TO DIGITAL MARKETING				
11. DOWNSIZE YOUR SOCIAL MEDIA BUDGET				
12. GO PAPERLESS				
13. PROFESSIONAL CLEANING				
14. CELL PHONES				
15. SWITCH TO ELECTRONIC BILLING AND INVOICING				
16. UTILITIES				
17. SUBLET SPACE				
18. GO TO A VIRTUAL OFFICE				
19. REFINANCE				
20. SHOP CREDIT CARD VENDORS				
21. FIRE A BAD CLIENT				
22. CLEAN UP				
23. PLANNING				
24. GET OFF FACEBOOK				
25. CHARGES				

26. PREMIUMS				
27. EVALUATE CONSULTANTS				
28. UNPROFITABLE LINES				
29. TAX PLANNING				
30. TRADESHOWS				
31. VIRTUAL CONFERENCES				
32. GROUP CALL				
33. OLD INVENTORY				
34. SPONSORSHIPS				
35. EMAIL				
36. EXPENSE ACCOUNTS				
37. SALES REPS				
38. MEETINGS				
39. PUBLIC RELATIONS				
40. BENEFITS				
41. COLLECTIONS				
42. INFORMATION TECHNOLOGY				
43. AUTOMATE				
44. FREIGHT				
45. THEFT				
46. PROFIT MARGINS				
47. TEST TECHNOLOGY				
48. MONITOR EXPENSES				
49. TRAVEL EXPENSES				
50. RAISE YOUR PRICES				