

QUARTERLY ROADMAP FOR SMALL BUSINESS OWNERS

Staying proactive each quarter helps avoid surprises and keeps your business financially strong. Here's a simple roadmap to follow:

Quarter 1: Reset & Plan (Jan–Mar)

- Close prior year books and issue required tax forms (1099s, W-2s)
- Review prior year performance and cash flow trends
- Create a business plan for the current year
- Set revenue, profit, and expense targets
- Review pricing and service offerings

Quarter 2: Optimize & Adjust (Apr–Jun)

- Review Q1 financial statements
- Adjust estimated tax payments if needed
- Evaluate payroll, owner compensation, and distributions
- Clean up bookkeeping and reconcile all accounts
- Assess operational efficiencies and cost controls

Quarter 3: Strategize & Forecast (Jul–Sep)

- Conduct a mid-year financial review
- Update revenue and profit forecasts
- Plan for major purchases or investments
- Evaluate retirement contributions and tax strategies
- Review insurance coverage and risk management

Quarter 4: Prepare & Minimize Taxes (Oct–Dec)

- Review year-to-date profit and tax projections
- Finalize owner compensation (especially for S-Corps)
- Consider equipment purchases or deductible expenses
- Confirm payroll tax compliance
- Prepare a year-end tax strategy and documentation checklist

💡 **Pro Tip:** Don't wait until tax season. Quarterly check-ins reduce stress, improve cash flow management, and create better long-term results.

