












reward + reflect

after Filing Tax Return with the IRS

Well done! You just finished a big job. It's essential that you reward yourself. (This is part of staying in the game of self-employment.) Hopefully, you already did this. If not, now's your second chance. Also, right now, fresh off the job, is the BEST time to make a change or two, to make life easier next tax season, and throughout the year. Do your future self a big favor by taking just 5 - 10 minutes to reflect!

Reward		 Already reward yourself? Great job.	What	
		Still need to reward yourself? Make a plan here →	When	
			Cost	
















Reflect		 What went well?	 What was difficult?

Pick 2 New Actions		A new thing I want to try next year when Filing Taxes. Just pick ONE. Circle or highlight.	
		Create work times earlier in the year: <i>Circle: Jan Early Feb Late Feb Early March</i>	 Use a different method for adding things up: _____
		Make an appointment with a tax pro	 Try a new online tool (TurboTax, TaxAct, etc.)
		Block out more work times on the calendar	 Get a friend to keep me company and/or assist
		Other: _____	

I will work on this / start this on:

Now, write on
your calendar

**A new habit I want to start right now—related to bookkeeping and/or tax prep:
Circle or highlight just **ONE**.**

- | | |
|---|---|
|  Mark important dates on calendar |  Get a data entry helper |
|  Block out work times for bookkeeping |  Plan more rewards for myself |
|  Look for bookkeeper, tax pro, accountant |  Transfer more/ less money to savings |
|  Plan to print bank statements monthly |  Set up business savings for collecting tax money |
|  Get Mileage app or other tracking system |  Print a monthly chart to fill out: sales, expenses
(Find some on the Business Apothecary.) |
|  Change my expense categories to match |  Send in more EQ\$* |
|  Make appointment with a tax pro or
Jenny Girl Friday to answer questions |  Prep EQ\$* payments: envelope, voucher, postage |
|  Other: _____ | |

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your calendar