

Working Capital Optimization Checklist

If cash feels tight but revenue looks strong, the issue might not be growth — it might be how cash is moving through your business. Use this checklist to identify opportunities to unlock working capital.

Receivables (Get Paid Faster)

- Are invoices sent immediately and accurately?
- Do you offer incentives for early payment?
- Are payment terms aligned with your cash needs?
- Do you actively follow up on overdue invoices?
- Have you reviewed your average collection period recently?

Payables (Keep Cash Longer — Strategically)

- Are you taking full advantage of supplier payment terms?
- Have you negotiated extended terms where possible?
- Are you timing payments to optimize cash flow without damaging relationships?
- Are early payment discounts actually worth it?

Inventory (Free Up Trapped Cash)

- Do you have slow-moving or obsolete stock?
- Are reorder points based on real demand data?
- Can you reduce excess safety stock?
- Are you regularly reviewing inventory turnover?

Cash Visibility (Know Where You Stand)

- Do you have a 12-week cash flow forecast?
- Can you clearly see upcoming inflows and outflows?
- Are there predictable cash gaps you can plan for?

Financing & Tools (Use Leverage Wisely)

- Are you using the right financing tools for your stage of growth?
- Have you explored options like invoice financing or credit lines?
- Are your current facilities flexible enough to support growth?

Small improvements across these areas can unlock significant cash — often without increasing revenue.

Tip: Review this checklist quarterly to keep your working capital optimized as your business grows.