

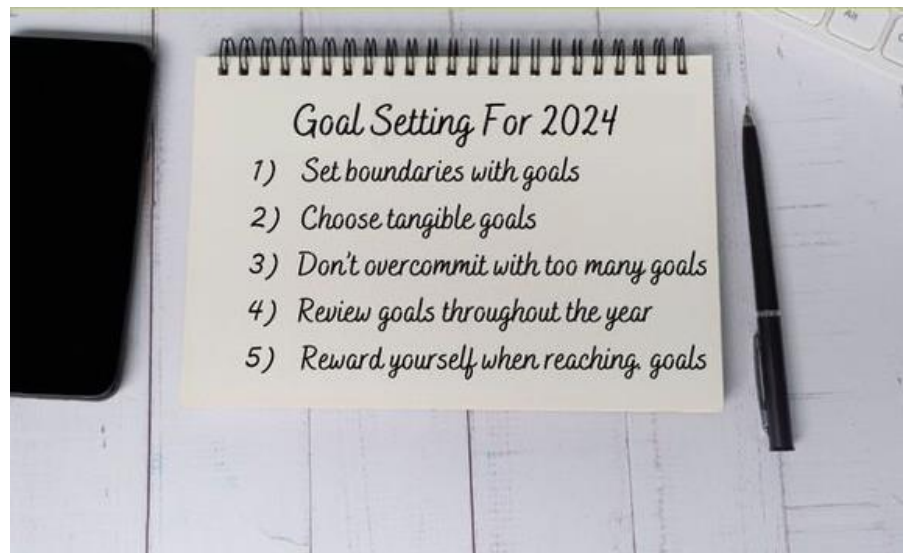
# JON SHATFORD BUSINESS SUPPORT SERVICES NEWSLETTER



*'LOOKING AFTER THE BOOKS SO YOU CAN GET ON WITH THE PARTS OF YOUR BUSINESS YOU LOVE.'*

## MANAGEABLE GOAL SETTING FOR THE YEAR AHEAD

It's really healthy to set goals at the start of a New Year, whether it's business goals or personal goals. Goal setting is a powerful tool that helps map journeys, provide direction, motivation, and a sense of accountability. However it's important that when setting goals you make sure they are manageable, realistic and not too overwhelming as this is where many people can lose interest or sight of their goals. It's also helpful to review your goals going through the year and get a positive reward system in place when each one is reached.



## NETWORKING DATES

We have decided to continue our networking events into 2024. Below are links to the next three dates where you can book your free tickets. Each event will be held at the usual time of 11am - 12:30pm in our Hungerford High Street Office, with refreshments provided.

February 8th

<https://www.eventbrite.co.uk/e/790126308057?aff=oddtcreator>

March 7th

<https://www.eventbrite.co.uk/e/790129447447?aff=oddtcreator>

April 11th

<https://www.eventbrite.co.uk/e/790129838617?aff=oddtcreator>

## SOFTWARE TRAINING

A reminder that we offer training sessions to explain each software system (Quickbooks, Sage, Xero) in detail, so you can make a confident decision in which one would be best for you. This is also a great opportunity to learn how to get the most out of your current accounting software.



## BOOKING OUR MEETING ROOM

The start of 2024 sees a lot of interest in our meeting room, so in line with that we have decided to create a system for bookings. Our meeting room can be hired for a full day which includes tea and coffee, wifi with the option of catering services. The room is separated off from the main office which makes a great private workspace, good for phone calls, training and client meetings, holding up to six people at any given time.



## PAYMENT DEADLINE FOR SELF ASSESSMENT

If you're self-employed, you must remember to pay your tax bill for year 2022 - 2023 by the 31st January to avoid any fines or charges. All details of how to do this can be found on HMRC website:

<https://www.gov.uk/pay-self-assessment-tax-bill>

# HAPPY NEW YEAR!

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