

Tool 13 // Short-term actions to control or reduce expenditures at the enterprise level

Action to take	Expected results/effects in the short term	Long-term consequences	Degree of urgency (high/low)	Possibility to generate effect (high/low)	Risks for the continuity of the enterprise (high/low)	I will take this action Y/N
Assess and reduce entrepreneurial salary	Temporary improvement of liquidity position	Structural improvement of liquidity position unless entrepreneur intends to return to former salary				
Assess fixed costs/expenditures and cut where possible (including wages and salaries)	Temporary and structural improvement of liquidity position	Structural improvement of liquidity position				
Re-plan production processes/ service delivery processes	Increased efficiency may result in cost/expense reduction	Structural improvement of liquidity position				
Renegotiate rental agreements	Temporary and structural improvement of liquidity position	Rental payments may increase over time				
Reschedule lease payments	Temporary and structural improvement of liquidity position	Repayment period may be extended; cost (lease payments) may increase				
Negotiate terms with suppliers	Temporary and structural improvement of liquidity position	Increased dependency on (key) suppliers; suppliers may increase prices over time				
Check stock and classify which items can be procured/obtained	Temporary and structural improvement of liquidity position	If lower stock levels are maintained, dependency on suppliers can increase; vulnerable to not delivering products on time				
Reschedule loan repayments	Temporary and structural improvement of liquidity position	Repayment period may be extended; cost (interest charges) may increase				
Renegotiate terms and conditions mortgages on premises	Temporary and structural improvement of liquidity position	Increased financial burden (repayments and interest charges) over longer periods with increased dependency on bank/financier				