How to Unblock Your Profits with Melissa Ternes

with Melissa Ternes · Hosted by Kathi Burns, CPO®, Business FLOW Strategist

Melissa Ternes was managing a 50 million dollar budget to the penny at work when she found she had 75,000 dollars in what she calls "random things" debt.

- [ ] Notice when you're making a money choice in fight, flight or freeze, and wait until you're calm to decide.
- [ ] Treat past money choices as your brain trying to keep you safe, and let go of the shame and guilt.
- [ ] Look at the money patterns you grew up with and the emotions tied to your spending.
- [ ] Then get practical: write down what's coming in and what's going out.
- [ ] Give your weekdays themes: one day on your business, client days, and one day out for meetings and networking.
- [ ] Set up appointment types, lengths and gaps in your online scheduler so bookings land on the right days.
- [ ] Color-code all your calendars the same way so one glance shows your day.
- [ ] Copy only the current week onto paper, so changed appointments don't leave duplicates.
- [ ] Before sharing your booking link, block holidays, set how far ahead people can book, and stop same-afternoon bookings.
- [ ] Book clients in the part of the day when you're sharpest, and do the other work in the rest.

Listen, read the transcript and get the links: addspacetoyourlife.com/podcast/money-coaching-melissa-ternes/
Feeling stuck in your business? Book a private 75-minute Business Logjam Session with Kathi
©2026 Add Space To Your Life · This checklist is for personal use; share the episode link rather than the file.