Financial Goals WORKSHEET

List 3 Financial Goals & 3 Milestones & Due Dates for each Larger Goal.

GOAL 1:	
MILESTONE 1:	DUE DATE:
MILESTONE 2:	DUE DATE:
MILESTONE 3:	DUE DATE:
GOAL 2:	
MILESTONE 1:	DUE DATE:
MILESTONE 2:	DUE DATE:
MILESTONE 3:	DUE DATE:
GOAL 3:	
MILESTONE 1:	DUE DATE:
MILESTONE 2:	DUE DATE:
MILESTONE 3:	DUE DATE:

Remember, It is important to break big goals into managable, specific goals. So if you have a goal to save \$1000 Emergency Fund set 3 dates where you want to have \$333, then \$666 and then \$1000 to break the larger goal into smaller goals.

Assets Inventory WORKSHEET

List items you own that have value, Number each asset with 1-5 a 1 being an item you don't use very often, a 5 an item that is important to you, then write down the current market value of the item and indicate if the item is going up or down in value.

ASSET	IMPORTANCE	:	UP/DOWN
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Meht Summary WORKSHEET

List the debts you owe in order from smallest at the top to the largest at the bottom. You will also want to list who you owe, the total outstanding balance and the minimum monthly payment for each item on the list.

This will help you as you create your personal budget.

DEBT / PERSON OWED	OUTSTANDING BALANCE	MONTHLY PAYMENT
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Weekly Expense WORKSHEET

Outline all of the items you spend money on each week. This list is for the consistent items you buy, try going through your week and thinking over what your schedule is each day, that will help you remember some of the hidden expenses each week. Give each item a number of importance, a 1 being not as important and a 5 being something that is extremely important to you.

WEEKLY EXPENSES	AMOUNT	PRIORITY
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Monthly Expense WORKSHEET

Outline all of the items you spend money on each month. This list is for the consistent items you pay for on a monthly or bi-weekly basis like rent, car payments, Insurance, water & electric bills and other household expenses. Give each item a number of importance, a 1 being not as important and a 5 being something that is extremely important to you.

MONTHLY EXPENSES	: AMOUNT	PRIORITY
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Infrequent Expense WORKSHEET

List your Infrequent expenses, things that happen less than monthly but at least once per year. Once you list the full amount divide by 52 if you get paid weekly, 26 if you get paid every other week, 24 if you get paid twice a month or 12 if you are paid monthly. The smaller amount is what you need to set back each paycheck to have the money when your payment is due.

INFREQUENT EXPENSES	FULL AMOUNT	SETBACK AMOUNT
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Category Summary WORKSHEET

Review your Weekly, Monthly and In-Frequent Spending Chart and combine items into more general categories. For example Eating Out, and Movies might be combined into "Entertainment", List the sum of the amounts you spend on these items in this category (Based on your paycheck frequency). Then give each category a priority, a 1 is important, a 5 is not important.

CATEGORY	SUM OF ALL ITEMS	PRIORITY
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Income Planning WORKSHEET

List each source of income you have coming into your family budget at any point during the year. Next estimate the amount of income you expect to receive and the frequency of the payment (Weekly, Monthly, Twice a Year). The last thing you want to do is define the income as Fixed, Flexible or Supplementary.

INCOME SOURCE	INCOME AMOUNT	INCOME FREQUENCY	INCOME TYPE
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Budget Category WORKSHEET

List your expected income and expenses for each budget category.

CATEGORY Mortgage/Rent	CURRENT VALUE	STARTING VALUE	EXPENSES	ADD MONEY
Car Insurance				
Fuel				
Utilities				
Groceries				
Entertainment				
Cable/Internet				
Credit Cards				

CATEGORY	CURRENT VALUE	STARTING VALUE	EXPENSES	ADD MONEY