

# Managing my money



## To start

Get organised:

- 1 What do you spend money on regularly?  
When do you spend it?
- 2 Can you estimate non-regular expenses?
- 3 What is your income?

If you can't track where your money is going,  
start a spending diary.

Try to use cash.

Set goals for using any extra money.



## A breakdown - tips to get you going again

A budget is a written plan mapping where you  
want your money to go in a given time frame.

Be consistent and persistent.

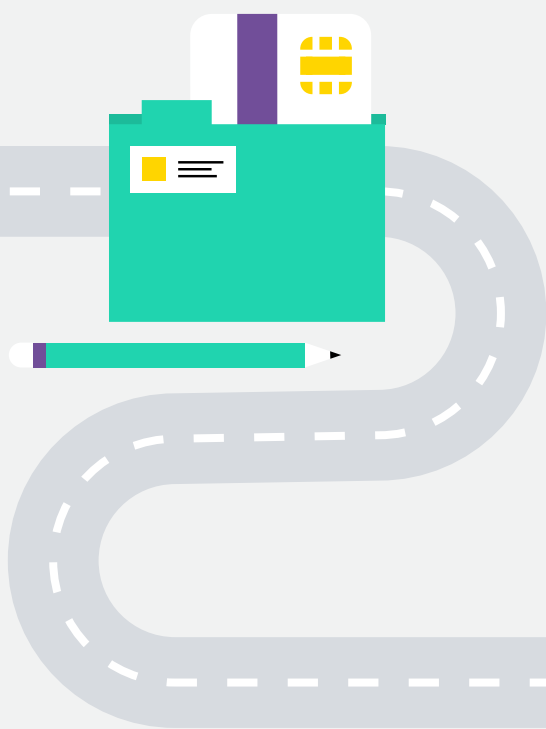
Use budgeting tools.

Revisit your budget regularly.

Put your needs first.

Follow your needs with your financial goals.

Every dollar counts.



## How to create a budget:

- 1 Gather all your financial information.
- 2 Record all your sources of income.
- 3 Create a list of monthly expenses
- 4 Separate your expenses into two categories.
  - Fixed expenses.
  - Variable expenses.
- 5 Tally your monthly income and expenses.
- 6 Make adjustments to your expenses.
  - If your income is greater than your expenses, allocate what is left over to eliminating debt or to savings.
  - If your income is less than your expenses, cut back your spending where possible or get a second job.
- 7 Review your budget monthly.

