

# TAKING CHARGE OF YOUR MONEY

Personal budget management is about setting goals and making choices about how you spend and save.

## Establish your “big picture” financial goals.

Think about the important choices you’re making with your life and money. Establish financial goals together as a household. Write them down. Reevaluate them regularly.



## Understand where you are now.

Log all income and expenses, including regular monthly bills, cash spending, and seasonal or unplanned expenses. Subtract your spending from your income to get a clear financial picture.



## Examine what’s preventing you from reaching your financial goals.

Look at your habits, impulses, and values. If you’re in a couple, take charge of your money—together. Begin by communicating and find strategies to work on your financial goals.



## Make a plan and follow it.

Save. Pay down debt. Curb credit card spending. Become a savvy consumer. Get the help you need if you fall behind on reaching your goals. Track your progress and don’t give up!



# LifeWorks

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These tips were adapted from the LifeWorks booklet *Personal Budget Management*.

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