

Week 1

Financial History intake

Get curious and uncover some of your personal framework around money

Step One: Think carefully about what went on in your childhood and how you interacted with your parents and siblings when it came to your allowance, discussions (or fights) about money, silences when you asked questions, the purchases you made, the “things” that you wanted, how and whether you got them, and the purchases and decisions about money that were made for you. Write a few summary points that you recall as being particularly significant.

Step Two: Write a brief description of your most positive childhood memories about money and finances, or the things that you knew that money could buy. What did you enjoy? What were the special features? What made it “special”?

Step Three: Write a brief description of your most negative childhood memories about money and finances, or the things that you knew that money could buy. What did you most dislike? What experiences related to money made you unhappy when you were a child?

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Financial History intake

Step Four: Now, compare your childhood experiences with your positive and negative financial habits as an adult. Do you recognize any childhood patterns or preferences brought into adulthood? If so, are they compatible with your adult values and lifestyle, or do they cause disharmony? It is time to claim your own values without ever again having to look back in time.

Possible scripts to rewrite around money and abundance:

- Money makes people greedy and selfish → The more I have, the more I can share
- I'll never have what they have → There are many different paths to joy; I am free to make my own
- I don't have enough → There's more than enough to go around
- You have to fight to get your piece of the pie → We can grow the whole pie, not just our individual piece.
- Your gain is my loss → when you win, we all win

Step Five: Finally, looking to the future, what does your financial freedom look like? How will you know when you've achieved it? What will change and what won't change?

Week 1

Skills, Resources, & Assets inventory

Let's take a moment to notice what's available to you and where you stand, both materially and in other ways that contribute to a rich life. First, let's take stock of your financial standing.

Calculate Your Net Worth			
Calculate your net worth by subtracting your liabilities (what you owe) from your assets (what you own).			
Assets	Value	Liabilities	Value
Cash		Home Mortgage	
Checking Account(s)		Second Mortgage	
Savings Account(s)		Home Equity Line	
Other Valuables (collectibles, antiques, etc.)		Student Loans	
Home (if you own)		Auto Loans	
Other Real Estate		Personal Loans	
Other Assets or Personal Investments (vehicles, businesses, etc.)		Credit Cards	
Money Market Accounts		Unpaid Medical Bills	
Certificates of Deposit (CDs)		Other Debts:	
Savings Bonds			
Individual Retirement Accounts (IRAs)			
Employer Investment Plans (401(k), 403(b))			
Other Retirement Plans			
Annuities			
Mutual Funds			
Stocks			
Bonds			
Other Investments			
Total Assets:		Total Liabilities:	
Net Worth (Assets minus Liabilities):			

Adapted from [Savings Fitness: A Guide to Your Money and Your Financial Future](#) from the U. S. Department of Labor

Next, let's consider the abundance of skills and resources you have available to you. Yours can include hard and soft skills or resources that are assets in your personal or professional life (skill examples: photography, coding, communication, creativity, baking; resources examples: stable housing, family support, mentor, professional development opportunities). These can make life more enriching on their own, and also potentially could translate into financial savings, job growth opportunities at some point.

Hard and Soft Skills

Tangible and Intangible Resources

Week 1

Confidence Booster Worksheet

Tackling your finances can feel overwhelming but the good news is that we all have a wealth of experience tackling other big and overwhelming things!

Step 1. Recall a recent example of resilience

Think about a time when you overcame a challenge that felt initially impossible or overwhelming. Perhaps you injured yourself, conquered a fear, or recovered from a hard life event. Briefly describe this difficulty below.

Step 2. Identify supportive people

What supportive people in your life helped? Write down who you called on in table 1.

Step 3. Identify strategies

What strategies did you use to help yourself cope with any negative thoughts and feelings that showed up? For example, did you practice breathing, write in a journal, go for a walk, listen to a particular song or type of music, or have a massage to release tension. Write down the strategies you used in table 1.

Step 4. Identify sagacity

What sagacity helped you bounce back from this difficulty? Sagacity is the wisdom and insight that you hold onto. It can come from song lyrics, novels, poetry, spiritual writings, quotes from the famous, the sayings of one's grandparent, or learning from one's own experience. Write down your sagacity in table 1.

Step 5. Identify solution-seeking behaviors

What solution-seeking behaviors did you use to actively deal with the problem? For example, did you problem-solve, or seek out new information, or plan ahead, or negotiate, or speak up and voice your opinion, or ask others for help. Write down the solution-seeking behaviors you displayed in table 1.

Week 1

Confidence Booster Worksheet

Table 1: My Past Sources of Resilience

<p>Supports People who helped</p>	<p>Strategies That kept me moving</p>
<p>Sagacity That gave me comfort and hope</p>	<p>Solution-seeking Behaviors that I used</p>

Part 2: My Resilience Plan

Step 6. Describe your current difficulty

Describe a current difficulty or challenge around financial wellbeing that you are facing.

Week 1

Confidence Booster Worksheet

Step 7. Apply the resilience plan that you made in part 1 to your current difficulty

Consider what social supports, strategies, sagacity, and solution-seeking behaviors that helped you last time could be helpful now. Brainstorm and adapt your responses to your current obstacle in Table 2 below.

Table 2: My Resilience Plan

<p>Supports People can help</p>	<p>Strategies To keep me moving</p>
<p>Sagacity To provide comfort and hope</p>	<p>Solution-seeking Behaviors I can use</p>

Week 1



SAVE FOR EMERGENCIES

Nobody can predict the future so it makes sense to put aside money for a rainy day. Keep this emergency fund money in an account that is separate from your general savings. If you mix your emergency fund with your general savings account, it becomes too easy to dip into the emergency fund.

Using the money in your emergency fund is better than taking out a loan or cashing in your investments to pay for an emergency. If you take out a loan, you will have to pay interest. If you cash out an investment, you will lose interest and possibly some of the original investment.

Remember these points when building an emergency fund:

- Aim to set aside enough to cover your basic living expenses for at least three months. (Saving even \$500, however, can help you better cope with unexpected expenses.)
- Keep the money in an easily accessible savings account or money market deposit account. Do not keep the money in a long-term investment asset, such as a CD with a long maturity date or in a stock or a mutual fund.
- Use the money only for true emergencies, such as unexpected medical bills. If you lose your job, you may need your emergency fund for food, utilities, mortgage payments or rent and necessary transportation.

Emergency Savings Funds

Here's how much I will need to keep in my emergency fund

Grocery bill for 1 month \$ _____ x 3 months =
\$ _____

Gas/oil, electric, and water for 1 month \$ _____ x 3 months =
\$ _____

Mortgage or rent for 1 month \$ _____ x 3 months =
\$ _____

Car payment and gas or bus fare for 1 month
\$ _____ x 3 months = \$ _____

\$ _____ Other Expenses

Other debt payments for 1 month \$ _____ x 3 months =
\$ _____

Total amount I will need to keep in my emergency fund:

\$ _____

Online Resources

Learn how to build an emergency fund at Smart About Money.

WWW.SMARTABOUTMONEY.ORG

(Select Courses, then My Emergency Plan Fund.)

Week 2

Dials Worksheet

We all have an area that we naturally love to spend money on that ties back to our personal values. By identifying the top areas that feel good to spend on, you can manipulate these dials accordingly- scaling back on ones you don't enjoy, and dialing up the ones you do. It enables you to redirect your spending from other areas to spend extravagantly on your favorite money dial(s). This is what conscious spending looks like. (Adapted from Ramit Sethi's "IWT" blog)

Consider your own spending and note where you currently are on each dial (scale of 1-10) and where you'd like to be. Note: sometimes these dials overlap, but if you ask why you do something, one dial will likely emerge as the primary one.

Convenience

- This dial means spending on anything that makes your life more convenient, like travel apps, Uber rides, extra phone charger, pre-cooked meals, everything delivered, automation in parts of your life, meal prep service, etc.

1 _____ 10

Travel

- If travel was someone's #1 money dial, it might look like knowing their travel plans a full year in advance, mastering travel hacks, most conversations centering around recent and future destinations, having strong opinions about the right way to pack, travel, etc.

1 _____ 10

Health / fitness

- For someone with a #1 health/ fitness dial, it might look like membership at a gym based on quality instead of distance from your housing, hiring a personal trainer + nutritionist, choosing food based on your goals- not simply taste, being selective about the quality instead of quantity of workout gear, centering travel around fitness events, etc.

1 _____ 10

Week 2

Dials Worksheet

Experiences

- The experiences dial is perfect for anyone who values novelty and unique experiences over material possessions. This could include skydiving, concerts, unique vacation activities like swimming with blue whales, dinners at Michelin-starred restaurants, etc.

1 _____ 10

Freedom

- People with a high freedom dial value the ability to do what they want when they want. Money is no longer a major constraint in their lives. In fact, cost is rarely the first thing they consider. More often, it's time, quality, experience, relationships, or simply "I want it." Examples could include taking a long hiatus from work, or choosing a job based on quality of life rather than income.

1 _____ 10

Relationships

- If relationships is one of your top dials, you might find yourself spending free time and funds on family or friends, choosing your home to be in closer proximity to loved ones, or planning the future around these relationships.

1 _____ 10

Generosity

- If generosity was your #1 money dial, you might become known for giving great tips, surprise loved ones with gifts just because, or focus efforts on fundraising for a cause you believe in.

1 _____ 10

Luxury

- Luxury is about the emotion, the feeling, and the packaging behind what you spend on. It might mean opting for high end products and experiences when less expensive-yet functional- ones are available.

1 _____ 10

Week 2

Dials Worksheet

Social status

- A high social status dial is not just about the experience itself, but the implications to those around you. This might look like belonging to more costly but connected clubs, or purchasing items as a signal to others around you.

1

10

Self-improvement

- For someone who prioritizes the self-improvement dial, they may pursue higher education, spend more time learning, take courses to become more proficient at a skill, or hire a personal coach.

1

10

Week 2

Goals Worksheet

Next up, let's get clear about goals.

How would you answer the question:

'Barring unforeseen circumstances, think of three years from today; what would have to happen for you to feel like you have made not just good but great financial progress with your life?'

So based on our values exercise and how you feel now, what would you like to see happen in the next three years that requires money? In the words of Paula Pant, think about not only what you want, but what you are willing to sweat or sacrifice other things for.

Use the following lines to write down as many goals as possible and then use the next page to focus on five of them.

Financial Goals for the next 3 years

SOME EXAMPLES OF GOALS

Pay down debt

Have \$1 million

Not run out of money

Pay for college

Buy a house

Travel (Travel is a goal; what traveling does for you is the value. I bring this up because travel is mentioned quite often in values conversations.)

Get a new car

Redecorate

Retire rich

Donate money

Tithing (As with travel, the reason you give to charity is a value; what or how much you give is the goal.)

Put money in my retirement account

Not work

Start my own business

Put my child through college

Get divorced

Get married

Stay married (Money affects marriages-no question about it. But contrary to what many people believe, it's not how much money you have that matters. It's how you communicate and make decisions about your money that determines whether financial issues will bring you together as a family or drive you apart.)

Week 2

Goals & Baby Steps Worksheet

	Top 5 Goals	Make specific measurable & provable	Baby steps in the next 48 hours	What values does it help you accomplish	What challenges might get in the way	Strategies for anticipated challenges
Ex:	Have zero credit card debt	I will have a zero balance on all credit cards by June 2024	Schedule extra payment on higher interest rate cards or lowest balance cards first	Freedom Peace of mind	Car repairs Wanting to take a vacation Need new raincoat Impulsive purchases	Ask friend for help Consider staycation Start looking for sale coats now Figure out better stress reliever
1						
2						
3						
4						
5						

Week 2

Conscious Spending Plan

NET WORTH	\$
Assets (current value of car, home, property, business)	
Investments (include 401K, non retirement – all investments)	
Savings	
Debt (students loans, credit card debt, mortgage)	
TOTAL NET WORTH (Assets + Investments + savings - debt)	

INCOME	
Gross monthly income (all income before taxes added up)	
Net monthly income (how much you take home after taxes)	
FIXED COSTS (50-60% of take home)	
Rent / Mortgage	
Utilities (gas, water, electric, internet, cable, etc.)	
Insurance (medical, auto, home / renters, etc.)	
Car Payment / Transportation	
Debt Payments	
Groceries	
Clothes	

Week 2

Conscious Spending Plan

Phone	
Subscriptions (Netflix, gym membership, meal services, Amazon, etc.)	
Miscellaneous	
FIXED COSTS TOTAL	
INVESTMENTS (10% of take home)	
Post-Tax Retirement Savings	
Stocks	
Add your own here	
INVESTMENTS TOTAL	
SAVINGS GOALS (5-10% of take home)	
Vacations	
Gifts	
Long Term Emergency Fund	
Add your own here	
SAVINGS TOTAL	
GUILT-FREE SPENDING (20-35% of take home)	
GUILT-FREE SPENDING TOTAL -Dining out, movies, anything you want! (Net monthly income- fixed costs-investments-savings)	

Size Up Your Situation	
Use these questions to help you start thinking about investments — even if you don't have any just yet.	
How much do you have available to invest on a monthly basis? Be honest with your budget at this point in time. You can make adjustments to it later, but what could you set aside right now toward investing?	
What income investments do you have currently (for example, a property that you own and rent out to others)?	
Do you currently invest in your employer's retirement plan (e.g., 401(k) or 403(b) plan)?	
Yes	No N/A
How much do you contribute and how often (e.g., 6 percent per paycheck)?	
per	
Does your employer offer a matching contribution?	Yes No
What is the maximum amount your employer will match?	_____ %
Are you currently contributing up to the maximum employer match?	Yes No

What other growth investments do you have currently?

Use your answers to the above questions to reflect upon the following questions:

How comfortable am I with my investments so far? Is there something else I could be doing to make a change in my investment strategy? Am I comfortable enough to make an investment change?

What else could I be doing with my money? Are my retirement goals supported by my current investment strategies? Am I giving up something by continuing with my current investment strategy? If so, what is it?



What's holding me back from making an investment change? What other information do I need?

Analyze Your Circumstances	
<p>Before you can select appropriate investments, identify and rank your investment objectives. Rank these objectives from 1 (most important) to 10 (least important) and use this information when choosing investment products or when working with a financial professional.</p>	
<i>Priority Rank (1-10):</i>	<i>Investment Goal</i>
	Minimize the risk of loss of principal (amount invested).
	Maximize potential for large short-term gains.
	Ensure slow, stable growth to fund long-term future needs, such as retirement or a child’s education.
	Maximize liquidity in the event funds are needed in a hurry.
	Maximize current income to provide for current needs.
	Reduce income taxes.
	Build savings toward short- or mid-term major purchases, such as a down payment on the purchase of a home.
	Maximize the value of your estate for your heirs.
	Minimize the amount of estate taxes owed upon your death.
	Protect assets from the claims of creditors or others.



Start reducing your debt by making a Debt action plan

1. Review the pros and cons of each strategy for paying down debt.
2. List your top three debts, sorted based on the strategy you chose—either by smallest total dollar amount or highest interest rate.

	PAY SMALLEST DEBT FIRST 	PAY HIGHEST INTEREST RATE FIRST 																
Description	After you've made all your minimum payments, increase your payment on the smallest debt. After it's paid off, add that extra amount to your minimum payment on the next smallest debt.	After you've made all your minimum payments, increase your payment on the debt that has the highest interest rate. After it's paid off, add that extra amount to your minimum payment on the next highest-rate debt.																
Pro	If you have many small debts, you might see progress quickly by reducing the number of debts you owe.	By paying off the debts that charge you the highest interest and fees first, you save money overall.																
Con	If the interest rate and fees are high on your larger debts and you pay the smaller ones first, you might pay more in total over the length of the debt.	You might not feel like you're making progress very quickly, especially if the first debt is large.																
	I'll pay down the smallest debt first, in this order: <table border="1"> <thead> <tr> <th>DEBT</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>\$</td> </tr> <tr> <td>2.</td> <td>\$</td> </tr> <tr> <td>3.</td> <td>\$</td> </tr> </tbody> </table>	DEBT	AMOUNT	1.	\$	2.	\$	3.	\$	I'll pay down the debt with the highest interest rate first, in this order: <table border="1"> <thead> <tr> <th>DEBT</th> <th>INTEREST RATE</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>%</td> </tr> <tr> <td>2.</td> <td>%</td> </tr> <tr> <td>3.</td> <td>%</td> </tr> </tbody> </table>	DEBT	INTEREST RATE	1.	%	2.	%	3.	%
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Week 3

Scarcity vs Abundance

In finances it's easy to feel like you need to do more with less. Let's rework that mindset to prime our brain for abundant possibilities with this exercise:

Step 1: List some examples of in which it feels like there's not enough in column 1 below.

Step 2: in column 2 get curious and ask 'is it *really true*' that there's not enough in this area.

Step 3: in column 3, brainstorm how can you shift your focus to remind yourself that there are abundant possibilities.

Column 1: not enough	Column 2: is it true?	Column 3: Reframe
Ex: time to get everything done	Sometimes; but doesn't have to be this way	Schedule ½ day off in calendar, breaks in the day

Now let's focus on the alternative- the areas in our lives when there is more than enough to go around. In column 1, think of areas where there is plenty and in column 2, jot down some ways to immerse yourself in this abundance.

Column 1: so much!	Column 2: How can I get more of this?
Ex: wild blueberries	Take a day to pick berries this summer, make jam, share with neighbors, etc.