

MONEY MANAGEMENT

General Information

Description

In this course you will learn a practical approach to managing your money. First, we will focus on building good financial habits. Then we'll look at the basics of zero based budgeting. Finally, you'll receive a custom designed Excel template and a quick training so you can get your money in order starting today!

Expectations and Goals

By the time you complete this course you should be able to:

1. keep habits that support effective money management
2. understand what a zero-based budget is
3. create and maintain a zero-based budget
4. use your transaction data to make good decisions with your money

Course Materials

Things You Need

A computer (Mac or Windows)

Microsoft Excel

Things That Will Help You

A notebook for recording financial goals and/or transactions

A box to keep all of your receipts

Lesson Content

1. **Foundations**
 - 1.1 The 8 Money Management Habits
 - 1.2 So What's a Budget Anyway
 - 1.3 Zero-Based Budgeting
 - 1.4 Budgeting Preparation
2. **Building Your Own Budget**
 - 2.1 Budget Template Overview
 - 2.2 Budget Categories
 - 2.3 Monthly Budget
 - 2.4 Tracking Transactions
3. **Managing the Money**
 - 3.1 Tracking Accounts
 - 3.2 Planning Bill Payments
 - 3.3 Debt Payoff

Recommended Learning Plan

I've provided a paced learning plan for those that find money management to be overwhelming. If this sounds like you, don't try to consume the entire course in one sitting.

Phase I

(About 1 week)

Complete Section 1: Foundations

As the title suggests, this section is foundational. It's critical that you take notes and complete all of the preparation before moving on to Section 2.

Phase II

(2 - 4 weeks)

Complete Section 2: Building Your Own Budget

These lessons will help you set up your budget for the first time. Once you set up your budget, spend at least two weeks to a month just adding transactions and monitoring (not policing) your spending.

Phase III

(2 - 3 weeks)

Complete Section 3: Managing the Money

Once you're comfortable with recording your transactions and tracking your spending, try working through the rest of course content at your own pace.