

How to Create a Killer

WEEKLY MONEY ROUTINE

Action Guide

TAKE CONTROL OF YOUR MONEY IN ONE WEEK

ILENABANKS.COM



Hi There!

I created this action guide as a resource to help you create a weekly money routine. By creating a money management system, you'll have more control over your financial future, and the opportunity to create greater freedom in your life.

Isn't that what we all desire - a sense of control over our circumstances, and the ability to create the life we want?

By using the tools in this action guide, you'll quickly get a sense of where your finances stand today, and how they can be improved. As you implement your routine, you'll find it easier and easier to manage where your money goes.

Use the worksheets and trackers to create clarity about your money. The Weekly Routine Checklist will help you be consistent, so that managing your finances becomes a lifelong habit that you enjoy.




Remember: What you measure gets managed, and what you manage, you can master. I look forward to hearing about your success!

Warmly,

Ilena



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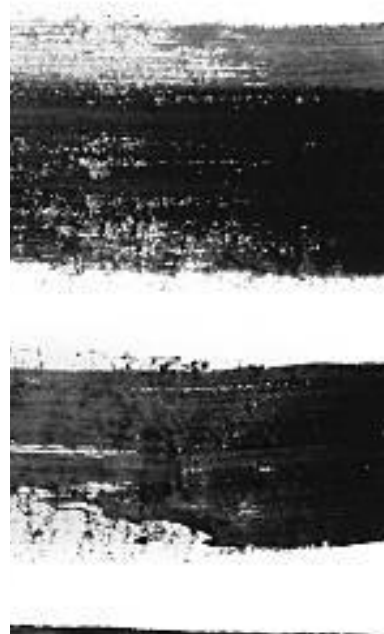
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STEP ONE: SET YOURSELF UP FOR SUCCESS

The key to a successful money management system is **clarity**. When you're clear about where you are, and where you hope to go, you can create a plan to get you there faster. By taking an accurate assessment of your financial status, you'll overcome the first hurdle on the road to money mastery – not knowing your numbers.

In order to make the most of your weekly money routine, you'll need to know the following:

- Your Bank Account Balances
- Your Vantage Credit Score (more on this in a sec)
- The Total Balance for any Outstanding Loans or Revolving Credit (Credit Cards)
- Your Monthly Fixed Expenses (Rent, Car payments, Cell bill, Cable, etc.)
- Reasonable Estimates of Your Variable Expenses (Grocery budget, average Utilities, etc.)


Don't worry – the guide will walk you through gathering everything you need and get you started. During this process, you may be surprised or frustrated by what you find. **Whatever you feel is okay.**

Let yourself experience the feeling without judgment. By committing to this weekly routine, you've started moving away from financial frustration toward financial freedom. That's a huge decision! Accept where you are; then, give yourself credit for taking the first step, & get excited about where you're headed.

In 30 days, you'll have more control over your finances than ever!



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KNOWING YOUR NUMBERS

In order to maximize your financial potential, think of your money like a business does. Successful businesses have organized, well-documented systems in place that ensure smooth day-to-day operations. The very best of them have a clear picture of their balances sheets, incoming revenue and upcoming expenditures on a daily basis.

They know their numbers. Soon, so will you. Let's get started.

DAY ONE: ACCOUNT BALANCES & CREDIT SCORES

Today, you'll be rounding up all your bank, credit union, and investment accounts, so that you have a clear picture of the exact amount of money you have right now. You won't be moving anything around, but you'll know how much is where.

If you only have one checking account and one savings, this will be easy.

Log into your online banking system and look over the details of your account. Write down the total amount available today.

Check for any pending transactions. Most banks will have already deducted the amount of your pending transactions from the available balance, but do a little quick math to be sure.

Do this for every account you have and record the numbers on your worksheet for future reference. For investment accounts, write down the total amount invested, and any uninvested funds in reserve.



I recommend having more than one checking account.

If one is ever compromised, you won't be stuck without access to cash for 3-5 business days. *Only carry one debit card at a time.*



Need an easy way to keep up with all your online banking and bill pay logins? Download my **Master Account List printable.**

CHECK YOUR CREDIT

You should also take the time to check your credit report today. There are some great free tools available that offer an updated Vantage score once per week. Though your Vantage and FICO scores are not the same (and FICO is still the standard for most lenders), apps like **Credit Karma** and **WalletHub** will help you keep an eye out for any changes to your reports.

Sign up for **Credit Karma** today and take a look at your report. Do you see any derogatory accounts that shouldn't be there? Make a note of what you find.



KNOW YOUR NUMBERS WORKSHEET

My total monthly income is \$ _____.

_____ Bank

Checking: _____ Account Balance: _____ Date: _____

Savings: _____ Account Balance: _____ Date: _____

_____ Bank

Checking: _____ Account Balance: _____ Date: _____

Savings: _____ Account Balance: _____ Date: _____

_____ Bank

Checking: _____ Account Balance: _____ Date: _____

Savings: _____ Account Balance: _____ Date: _____

CREDIT SCORES: TransUnion _____ Equifax _____ Experian _____

LOAN BALANCES	MONTHLY FIXED EXPENSES	MONTHLY VARIABLE EXPENSES
Total Amt. Owed:	Total Expenses:	Avg. Expenses:
Monthly Amt. Paid:		



DAY TWO: WHAT DO YOU OWE?

Your Loans & Credit Balances



Today, you'll take a look at any outstanding loans and credit card balances, so you know how much you pay for debt service (to keep current accounts in good standing) each month.

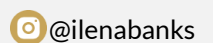
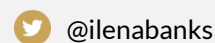
Just like yesterday, log into your online accounts and get your balances. Record them in the box below. Next, write down your required minimum monthly payment in the space provided.

Once you've listed everything, total up each column and make a note of each amount. Right now, the number doesn't matter, so don't let it discourage you! The most important thing is to look at the total so you know where you are – and where you're going.

ACCOUNT NAME	TOTAL BALANCE	MONTHLY PAYMENT
TOTALS		



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DAY THREE: YOUR FIXED EXPENSES

Cost of Your Day-to-Day Lifestyle

Welcome to Day 3! In today's exercise, you'll be tackling your fixed expenditures: those things that you pay monthly that are always the same amount. Knowing these numbers will help you create a working budget for future use. It's simple to do. Grab your last bill for each company, and jot down the amount you pay in the table below.

ACCOUNT NAME	MONTHLY PAYMENT	DUE DATE
RENT/MORTGAGE		
CAR PAYMENT		
CAR INSURANCE		
CELL PHONE		
TOTALS		

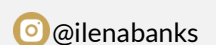
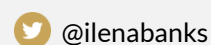
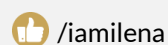
DAY FOUR: YOUR VARIABLE EXPENSES

Variable expenses are monthly bills where the amount owed is different on each bill. This could include anything from cable, to water or power, and a hundred other things. Gather the last 3 months of statements for each of these bills. Add the totals and divide by three to get the average monthly payment. Jot down each financial obligation that fits this category.

ACCOUNT NAME	AVG. AMOUNT OWED	DUE DATE
TOTALS		



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STEP TWO: SET UP YOUR SYSTEMS

Wow! You're halfway through the week, and you've already reviewed your accounts, checked your credit reports, and gotten a sense of your monthly accounts payable. Pat yourself on the back! The hard first steps are over.

Now, we're going to set up the weekly routine that will keep you at the top of your financial game for years to come.

For the first couple of months, monitoring your money may take some getting used to, but, if you keep going, it'll be second nature in no time.

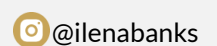
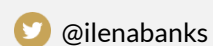
WHAT WE'LL COVER IN SECTION TWO:

- Setting Weekly Financial Goals
- Receipt Roundup
- Your Financial Power Hour (The Fundamentals of Your Weekly Money Routine)

Let's get going.



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DAY FIVE: RECEIPT ROUNDUP

Hey; it's day 5! You're over the hump and picking up momentum. Today's work will be the easiest you do during this prep week.

The receipt roundup is super simple. Grab the receipts from your purse, wallet, countertop...everywhere.

Look over each receipt and ask yourself the following questions:

- Did spending my money in this way (on this thing) bring me joy or value?
- Given the chance, would I spend my money in this way again?
- If not, what was my way of thinking when I spent money on this?



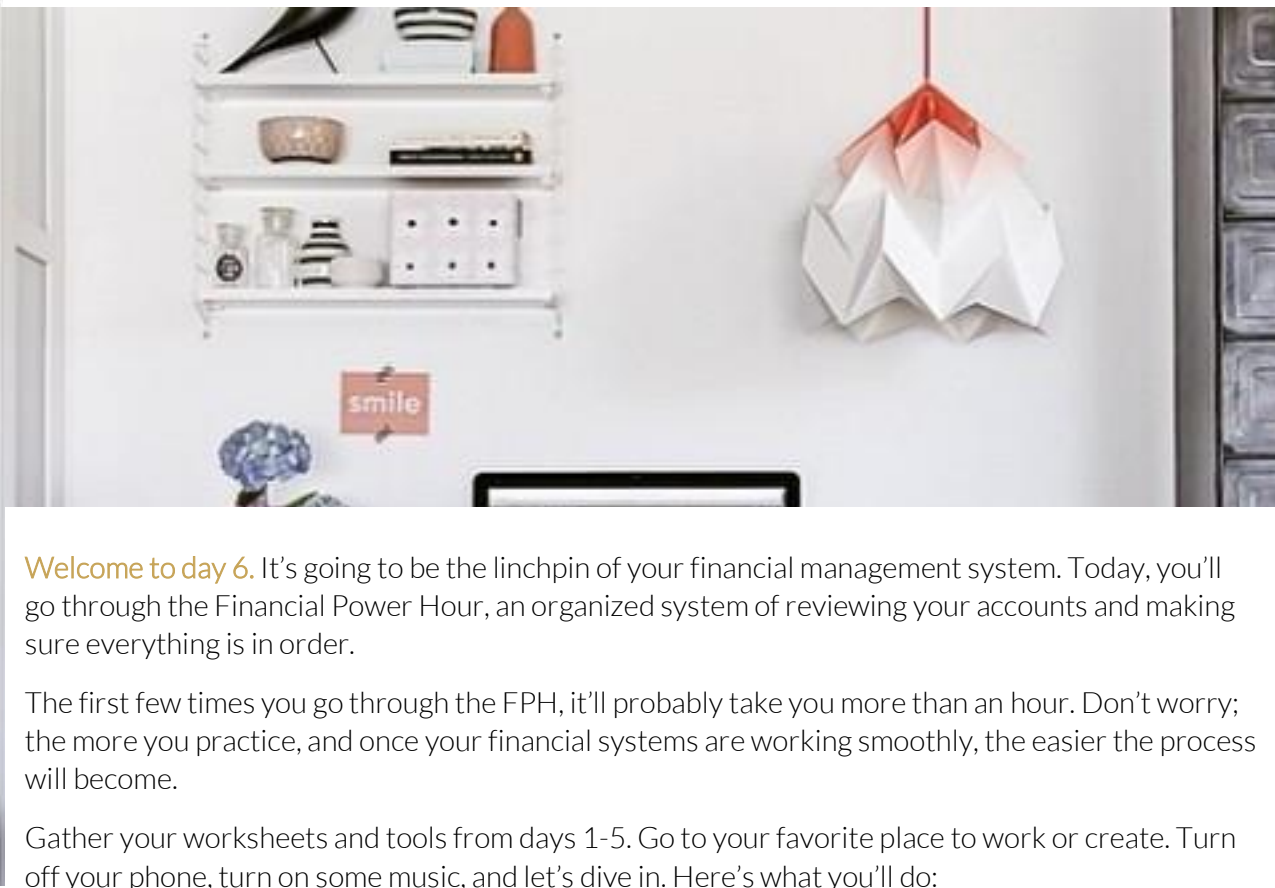
Separate your receipts into two piles: those purchases that brought you joy or value, and those that did not.

Now that you've reviewed your purchases consciously, you have positioned yourself to make more empowered financial decisions going forward.

Tomorrow, when you set your financial goals for next week, you'll have the chance to make different financial choices.



DAY SIX: YOUR FINANCIAL POWER HOUR



Welcome to day 6. It's going to be the linchpin of your financial management system. Today, you'll go through the Financial Power Hour, an organized system of reviewing your accounts and making sure everything is in order.

The first few times you go through the FPH, it'll probably take you more than an hour. Don't worry; the more you practice, and once your financial systems are working smoothly, the easier the process will become.

Gather your worksheets and tools from days 1-5. Go to your favorite place to work or create. Turn off your phone, turn on some music, and let's dive in. Here's what you'll do:

Reconcile Bank Accounts & Credit Card Statements. One of the most important parts of your money routine is making sure you know exactly where it all goes. By tracking your spending, and then checking your accounts each week, you'll stay up to date on your expenses, and be able to catch any problems quickly.

Refer to your Account Worksheet from Day 1. Log into your bank accounts, and see what's changed. Review each transaction and make sure it's valid. Make a note of your current balances and move to step 2.



Need some help tracking your expenses and keeping up with multiple account balances? **Mint** is a great tool that can help you keep it all together – for free. **Give them a try!**

Organize & file key receipts. Grab the receipt you rounded up yesterday and total up the weeks expenses. Make a note of the amount you spent on incidentals. Organize all your important receipts (gas, business purchases, etc.) and file them for future reference.



WEEKLY MONEY ROUTINE ACTION GUIDE

Review your receipts for expense tracking purposes. If you have shopping rebate apps like **ibotta** or **Checkout51**, submit your copies for cash back. They're time sensitive!

Pay all manual bills for the upcoming week. I recommend automating your monthly bills, in order to avoid the possibility of late payments because of forgetfulness or the random things that happen.

If you have bills you must pay manually, pay them the weekend before so you don't have to worry about it slipping your mind during the work week.

Check your credit report. Use your free credit reporting app (Credit Karma, WalletHub, or Credit Sesame) to keep an eye out for any changes to your credit reports.

If you see any unfamiliar balance increases, new accounts, or credit inquiries, print out the report and contact the credit reporting agency for more information.

Review your current week's financial goal. Set your new one. This is the time to evaluate your progress on the goal you set at the beginning of the week. If you wanted to bring in an extra \$300 this week, how did you do?

Maybe you're looking to cut down on excess spending. Look at your receipts or spending tracker. Did you meet the goal? If you accomplished your goal, give yourself a pat on the back. Remember what helped you achieve it, and implement those actions into future goal setting.

If you weren't quite as successful, decide whether the goal is in line with what you want. Examine what kept you from achieving it, and carry it over into the new week.

Set your weekly financial literacy goal. Learning something new about money each week will not only help you take control over your finances. It will keep you mentally limber. The more flexible you are, the more in tune you will be to financial opportunity. Choose a finance book to read this week and expand your knowledge base.

CONGRATS!!! You've completed your weekly money routine.

Pretty simple when you've got a plan, right? Now that you know where you are financially, and how to manage the day to day details of your financial world, you can breathe a little easier. All you need to do to maintain things is commit and follow the system.

Print out your action guide, and keep a copy of your Weekly Checklist close at hand. In 3-4 weeks, ask yourself: do you feel more confident in your ability to master your money? That's where the magic is. Keep going!

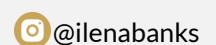
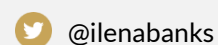
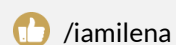


Set a reminder in your calendar 3 days before bills are due. When you get the notification, pay it immediately.

You'll never miss a due date again!



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WEEKLY MONEY ROUTINE CHECKLIST

Week of _____

MY FINANCIAL GOAL FOR THIS WEEK IS:

\$ _____ Income \$ _____ Total Spending Budget

Reconcile bank account & credit card statements.

Chkg. Account Balance: _____

Svg. Account Balance: _____

Any suspicious transactions? YES _____ NO _____

Check credit reports for changes.

Current Scores: TU _____ EQ _____ EX _____

Any inaccurate accounts/inquires? YES _____ NO _____

Review last week's financial goals.

Were my goals achieved? YES _____ NO _____

What can I do to further improve? _____

Financial Literacy Goal: _____

Key Takeaways: _____





RESOURCES

ACCOUNT MANAGEMENT | TRACKING | BUDGETING

Personal Spending Tracker | Master Account List – The Success Library (PW: imaboss)

MINT.com – Track your accounts, set savings goals, & review your transactions – all for free.

SAVING MONEY | REBATE APPS

Ebates – Receive a free \$10 when signing up as a new user.

iBotta – Get \$10 in credit free at sign as a new user.

Checkout51 – Rotating weekly rebates from grocers nationwide.

PERSONAL DEVELOPMENT | FINANCIAL EDUCATION

Audible.com – Receive a 30-day free trial, and a free audiobook at sign up.

WHAT'S NEXT?

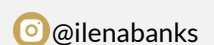
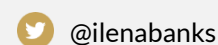
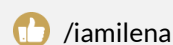
Now that you've adopted a weekly money routine, you're well on your way to mastering your finances. Congratulations!

Be on the lookout for more fun and useful money guides throughout the year. As a subscriber, you'll have exclusive access to my tools, guides and worksheets. If you need more personalized support, or would like to work together, contact me at hi@ilenabanks.com.

Looking for a personal finance speaker for an upcoming event? Drop me a line at speaking@ilenabanks.com.



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