

MANAGE YOUR MONEY



Overview of Study-at-Home Course

Here is a brief overview of the six lessons in the self-study course *Manage Your Money*. In addition to information and worksheets, each lesson has a set of “Action Steps” to help you apply what you learn to your own money management situation. If you have questions about the course or need additional assistance, please contact your local Family and Consumer Sciences Extension Educator.

Lesson 1: Getting Started. This lesson focuses on individual and family values about money. It gives you some suggestions about ways to talk with your partner and family about money matters. You are asked to think about and develop some financial goals for the future. There are also suggestions and tools to help you start tracking your expenses.

Lesson 2: Where Does Your Money Go? This lesson discusses cash flow, income, and expenses. There are worksheets on which to write critical information about your income, what you owe (your credit use), and types of expenses (fixed, regular flexible, and occasional) so you have a better picture of your current financial standing.

Lesson 3: Stop Spending Leaks. This lesson will help you examine your spending habits to see if any problems exist. There are suggestions for changing spending practices and habits. Worksheets help you and other family members commit to a personal plan to change spending habits so funds can be used to reach important goals set in Lesson 1.

Lesson 4: How Much Credit Can You Afford? The focus in this lesson is on the pros and cons of using various types of consumer credit, wise credit management, and the importance of your credit history. There is a checklist to help you determine if you have some credit problems, and worksheets help you compare some credit alternatives.

Lesson 5: Develop Your Budget. Guidelines and worksheets for developing a written budget are the focus of this lesson. The guidelines and tools are intended to help you actually “plan” future use of income so you are in better control of day-to-day and longer-term finances.

Lesson 6: Your Net Worth and Financial Records. The first part of this lesson focuses on your net worth and how you own property. The second part will help you collect and organize your important financial records.