

Easy Budgeting Worksheet

Figuring out how much and where you spend your money is a key step in setting up our Easy-Does-It Budget. Use this form to tally your expenses and see where you can trim to hit our “save-to-spend” targets.

REGULAR EXPENSES For monthly outlays that rarely vary (mortgage or rent, a gym membership), check recent bills and paycheck withholdings. For regular bills that fluctuate (groceries, utilities), take an average from two or three months.

Monthly mortgage or rent	
Property taxes (if not included in your mortgage)	
Transportation (commuter pass, parking, gas)	
Car payments	
Gym membership	
Cable and Internet	
Phone (cellular and landline)	
Health insurance	
Other insurance (life, disability, boat, car, home)	
Subscriptions (such as Netflix)	
Utilities (electricity, gas, oil, water, garbage collection)	
Groceries	
Other (household help, P.O. box, storage, student loans)	
TOTAL	

IRREGULAR EXPENSES To track sporadic or unexpected costs (a friend's wedding, the laptop breaks, you owe money to the IRS), check out at least six bank and credit-card statements. Jot down as many of these as you can, and create a monthly average.

Home repairs, maintenance	
Car repairs, maintenance	
Electronics (upgrades, replacements)	
Infrequent services (accountant, doctor visits)	
Grooming (hair, nails)	
Clothes	
Gifts	
Vacation	
Events (sporting events, theater tickets)	
Charitable contributions	
Eating out	
Other (holidays, hosting visitors)	
TOTAL	

SAVE TO SPEND For our budget strategy, keep monthly expenses to 65 to 75 percent of your income and hit the specific savings targets below.

MONTHLY INCOME=\$ _____	SAVINGS GOALS	CURRENT SAVINGS
Retirement	10% OF INCOME =	\$
Long-term expenses or projects (a baby, new roof)	5% TO 10% =	\$
Upcoming or unexpected bills (water heater breaks)	5% TO 10% =	\$
"Fun" money	5% =	\$

PLACES TO CUT After looking at where you spend money, see where you can trim if you're short of your savings goals. Use the first few lines as a springboard, and then fill in the rest with customized areas to cut costs.

WHERE TO TRIM	ESTIMATED SAVINGS
Cook more at home	
Make your own gifts for birthdays	
Stop getting professional manicures	
Switch off lights and unplug appliances	