Choose the format that fits you!
- It can be spreadsheet-based, like Excel or Google Sheets (good for more hands-on approach)
- It can be app-based, like Mint, or Personal Capital (more set-up but less work to monitor)
- Or even just paper and pen!

List monthly income/expenses!
- List out all money that comes in (e.g. salary, tips, gifts, refunds)
- List out all money that goes out (e.g. coffee, gas, rent, parking)
- Try to collect a couple months worth as this helps build a more realistic picture

Categorize expenses correctly!
- Categorize expenses as either living (need to survive) or lifestyle (improves quality of life)
- Categorize living/lifestyle expenses as either fixed (amount does not change, like rent) or variable (amount changes, like gas)

Assign income to expenses!
- Assign an amount to each expense based on how much you have spent in the past
- For variable expenses, use an average or the highest amount
- Or even just paper and pen!

Adjust the amounts as necessary!
- At this point, you can evaluate if you spend less than you earn
- See where you could cut back (e.g. eat at home, discounts) or earn more
- Make it work for you, not against you!

Feeling stuck? Make an appointment—the ASPIRE Clinic will be happy to help!