



Lesson 1 - Cash Flow Management

Checklist for Completion of Unit

Please enter the date you completed each portion of the unit.

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Part I. Setting Goals

- Read *Setting Goals-Money 2000 and Beyond*
- Read *Achieving Financial Goals-University of Maryland*

Part II: Spending Plans

A. Income and Expenses

- Read *Handout 1*
- Watch video referring to *Handout 1*
- Submit answer to review question to instructor**

B. Save Items and Debt

- Watch video referring to *Handout 1*
- Activity : Monthly save items and how you plan to save this amount each month.
- Submit answer to review question to instructor**

Part III. Spending Plans - Continued

C. Balancing Income and Expenses.

- Read *Seven Financial Options*
- Watch video referring to *Handout 1*
- Activity : Review the Earned Income Tax Credit website
- Submit answer to review question to instructor**

D. Decrease Expenses

- Read *Handout 2*
- Watch video referring to *Handout 2*
- Activity : Expenses you might decrease in your personal plan

E. Debt Repayment Strategies, Bankruptcy

- Watch video
- Read *Handout 3*
- Read *Fiscal Fitness: Choosing a Credit Counselors*
- Activity: Contact one of the national debt counselors
- Submit answer to review question to instructor**

Part IV: Weekly Spending Plans and Money Meetings

- Read *Money Meetings*
- Watch video referring to *Handout 3*

Part V: Tracking Expenses

- Watch video
- Activity: Read Tracking Your Spending (B3709-3) and track spending.

Final Assignment

- Watch video
- Activity: Complete the forms in the *Achieving Your Financial Goals* publication
- Submit answers to final assignment to instructor**