

THE  
MONEY  
DATE BOX

INSTRUCTION GUIDE

THEMONEYDATEBOX.COM

# GET THE INSTRUCTIONS

Congrats! Thank you for taking the first steps towards your financial freedom. Use the QR code below to access a digital copy of the instructions and more.



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# WELCOME WEEK 1

Congrats! Just by showing up, you're taking the first step towards owning your financial future. Over the next eight sessions, you'll cover it all—from the fundamentals of what money means to you to more complex budgeting exercises.

Don't be afraid to dig deep, even if it makes you a little uncomfortable. Eight weeks from now, you'll walk away feeling empowered and in control of your finances.

## SET THE INTENTION

The Money Date Box is a commitment you're making to yourself. By scheduling these eight "dates," you're empowering yourself with the knowledge to create a better financial future.

Money Gives you Choices, Money Gives you Options. When you understand your overarching financial picture, you take ownership of your future.

It won't happen overnight, but taking the first step is progress. Today is the day to start.

## 6 REASONS TO SCHEDULE MONEY DATES

- When you understand your money, you're less stressed.
- When you understand your relationship with money, it helps you move forward.
- When you can talk freely about your money, you build better communication with others.
- When you're less stressed, seeing real progress, and having candid conversations, your overall wellness improves.
- When you take ownership over your money, you feel empowered.
- When you have a plan in place, you have a concrete road map to your future success.

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T H E M O N E Y D A T E B O X . C O M

# WELCOME WEEK 1

## THE RULES

- Start today.
- Leave your cell phone behind.
- Bring an open mind. This is a judgment-free zone.
- Find a quiet place where you can focus.
- Limit your session to one hour. If you need more time, you can always revisit a concept later.
- Schedule your next Money Date at the end of each session.

## THE AGENDA

Take out the deck of cards. Find the ones marked 1 and answer the questions.

## ACTION STEPS

- Did you get through the questions?
- Do you feel comfortable that you understand your goals?
- Review your week 1 audio course and the included downloads at [themoneydatebox.com](http://themoneydatebox.com)

## HOW TO PREP FOR YOUR NEXT MONEY DATE

- Schedule it!
- Prepare a list of your fixed monthly expenses. List of your variable monthly expenses (collect all bills from the previous month to review) Download these forms from the resources page at [themoneydatebox.com](http://themoneydatebox.com).
- Make a list of all sources of income (Paystubs, additional monthly income, etc).
- Gather the most recent statements for all of your bank accounts and credit card statements.
- Download the income statement from your audio course week 2.

# CASH MANAGEMENT WEEK 2

## THE GOAL

Are you moving closer - or further away - from your financial goals? Remember: You're here because you want financial freedom. You want choices and options.

## THE AGENDA

Take out the deck of cards. Find the ones marked 2 and answer the questions.

## ACTION STEPS

- Complete the Income Statement (download from the audio course).
- Complete the Net Worth Statement (download from the audio course).
- Calculate how much money you need to hold in your emergency fund, (take the totals from your fixed cost and variable cost sheets add them together, and times by 6).
- List all of your savings such as checking, money market, savings, CD's and get the total value. These are funds available for short-term needs or emergencies.
- Determine if the total covers 6 months of living expenses for your emergency fund. If not, create a plan to put aside the amount needed in savings.
- List any short-term savings goals such as a vacation or a large purchase you are planning to make. Set up a separate account for each goal and put money aside regularly.
- Log in and review your week 2 Audio course and then check out the resources page for all of your downloads at [themoneydatebox.com](http://themoneydatebox.com).

# CASH MANAGEMENT WEEK 2

## INCOME STATEMENT

- List all sources of income.
- Identify your total net income.
- Calculate the total monthly expenses (totals from your fixed cost and variable cost sheets).
- Minus your total expenses from your total net income.
- The difference is your surplus or your (deficit). The goal is to always have a surplus.

## CASH MANAGEMENT TERMS

Fixed Expenses: Expenses that don't change (car payment, mortgage, etc.).

Variable Expenses: Expenses that change monthly (entertainment, groceries, gas, etc.).

Net Salary: The pay you receive after you pay taxes and any deductions are taken out of your paycheck. AKA: What you deposit in your account each pay period.

Emergency Fund: Cash reserve, specifically set aside for unplanned expenses or financial emergencies. (home repairs, loss of income, car repairs, etc.).

## HOW TO PREP FOR YOUR NEXT MONEY DATE

- Schedule it!
- Find out your credit scores (Equifax, Transunion, Experian).
- Gather the following documents: most recent credit card statements, car loan or lease statements, student loan statements, personal loans or lines of credit, and home/mortgage statements.

# DEBT WEEK 3

## THE GOAL

To understand any debt you have—good or bad—and create a plan to tackle the bad.

## THE AGENDA

Take out the deck of cards. Find the ones marked 3 and answer the questions.

## ACTION STEPS

- Complete the debt tracker (download from the resources page on [themoneydatebox.com](http://themoneydatebox.com)).
- Calculate your debt ratio as follows: divide your monthly debt by your monthly income. If your percentage is greater than 40%, you will need to work on reducing your overall monthly debt.
- Log in and review your week 3 audio course and then check out the resources page for all of your downloads at [themoneydatebox.com](http://themoneydatebox.com).

## HOW TO PREP FOR YOUR NEXT MONEY DATE

- Schedule it!
- Gather all statements for every investment account you own: app-Based accounts, Brokerage Accounts, mutual fund accounts, etc.



# INVESTING WEEK 4

## THE GOAL

To understand your current investing strategy and create a plan to take advantage of time value of money and compound interest.

## THE AGENDA

Take out the deck of cards. Find the ones marked 4 and answer the questions.

## ACTION STEPS

- List all of your Investments such as Stocks and Bonds.
- Review your rate of return - how each of your investments performed this year.
- Review all fees you are paying for your investments.
- Determine your asset allocation; what percentage of your investments are in stocks, what percentage are in bonds, etc.
- Determine your income from your investments - your interest and dividends.
- Log in and review your week 4 audio course and then check out the resources page for all of your downloads at [themoneydatebox.com](http://themoneydatebox.com).

## HOW TO PREP FOR YOUR NEXT MONEY DATE

- Schedule it!
- Gather the following: statements for all retirement accounts such as IRAs, 401k's, annuities, pensions, social security, etc.

# RETIREMENT WEEK 5

## THE GOAL

To look towards the future you and incorporate retirement savings into  
into your weekly and monthly budget.

## THE AGENDA

Take out the deck of cards. Find the ones marked 5 and answer the questions.

## ACTION STEPS

- Determine the amount that you contribute annually to a retirement account.
- Determine any matching contributions you currently receive and confirm you are receiving the maximum match.
- Add up all of your retirement accounts in order to get your total value.
- Calculate how many years you expect to live in retirement and multiply that number by your estimated monthly living expenses times 12.
- Create a plan to max out retirement savings.
- Determine who is the beneficiary of each retirement account.
- Log in and review your week 5 Audio course and then check out the resources page for all of your downloads at [themoneydatebox.com](http://themoneydatebox.com).

## HOW TO PREP FOR YOUR NEXT MONEY DATE

- Schedule it!
- Gather the following: statements or policies for any types of insurance you may have (medical, dental, health, disability, health care savings accounts, long-term care, etc.)

# INSURANCE WEEK 6

## THE GOAL

To make sure you, your family, and all of your valuable assets are adequately protected.

## THE AGENDA

Take out the deck of cards. Find the ones marked 6 and answer the questions.

## ACTION STEPS

- List out all of the different types of insurance.
- List all of the costs (monthly, quarterly, or annual) for each policy.
- List the amount of coverage for each insurance policy.
- Determine who is the beneficiary of each policy.
- List any expiration dates.
- Discuss the areas of insurance where you might need more coverage, put a plan together to fill in the gaps.
- Log in and review your week 6 Audio course and then check out the resources page for all of your downloads at [themoneydatebox.com](http://themoneydatebox.com)

## HOW TO PREP FOR YOUR NEXT MONEY DATE

- Schedule it!
- Gather the following: any will, power of attorney, healthcare proxy or trust documents, any charitable gift receipts as well as the titles of any assets you own.

# ESTATE PLANNING WEEK 7

## THE GOAL

To ensure you're prepared for any emergencies because life happens.

## THE AGENDA

Take out the deck of cards. Find the ones marked 7 and answer the questions.

## ACTION STEPS

- Review your will if you have one and confirm that your current wishes are properly reflected.
- If you do not have a will, make a plan to put one in place. (schedule an appointment with an estate planning attorney to create one, or use an online service).
- Review your durable power of attorney and health care proxy, to make sure that the people selected are still the ones you want to do so.
- Confirm that you have discussed with any designated person that they are ok taking on that responsibility.
- Confirm that you do not need to consider creating a trust at this time, for privacy, protection, or tax reasons.
- Log in and review your week 7 Audio course and then check out the resources page for all of your downloads at [themoneydatebox.com](http://themoneydatebox.com)

## HOW TO PREP FOR YOUR NEXT MONEY DATE

- Schedule it!
- Gather the following: statements for custodial accounts, 529 plans, and Coverdell education plans, employee tuition reimbursement plans, any other accounts that you have set aside funds for education.

# EDUCATION WEEK 8

## THE GOAL

To think about future educational and extracurricular expenses and start budgeting for them now, so you'll be adequately prepared when the time comes.

## THE AGENDA

Take out the deck of cards. Find the ones marked 8 and answer the questions.

## ACTION STEPS

- Calculate the cost of education or advanced learning.
- Calculate the total value of all of the accounts that currently have funds designated for education.
- Determine any shortfall and create a plan to fill the gap. (Scholarships, monthly contributions, employee tuition programs.)
- Consider creating college funds for future generations.
- Log in and review your week 8 Audio course and then check out the resources page for all of your downloads at [themoneydatebox.com](http://themoneydatebox.com).

# WRAP UP

Congratulations, you did it! You've taken bold steps by having Money Dates.

Before wrapping up, make sure you've answered all of the questions in each section, make sure that you have completed the 8-week Audio course. If you need to revisit something, now is the time to do so!

## WHAT'S NEXT?

You may have finished this box, but guess what? When it comes to your finances, you're never truly finished. Don't stop having Money Dates!

You've formed an amazing new habit, so don't quit now. Remember: Money gives you options. Money gives you choices.

Continue to schedule Money Dates on a regular basis. This not only helps you get more comfortable with your money, but it also helps you prioritize your goals.

Want help breaking down your goals and tracking your monthly budget?

Get The Money Date Box Financial Planner and own your financial future all year long!!!

Available at [themoneydatebox.com](http://themoneydatebox.com). When you have a handle on your finances, you are in control of your future.

## AND DON'T FORGET

We're here for you every step of the way. To build upon the work you've done here, make sure you check out our financial blog and free resources at [themoneydatebox.com](http://themoneydatebox.com) and follow us @themoneydatebox for additional resources.

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