

## Where do you feel the most confident and competent?

How comfortable, confident and competent to you feel in each of the areas below?

10 represents that you are doing great and this is an area of strength for you.

0 represents a need to start with the basics to build skills and confidence.

Circle the number which best represents how you see yourself in each area.

### Money Management

Personal: Budgeting, keeping track or money, paying bills, understanding credit cards and loans

Business: Billing, setting fees and prices, basic accounting, tax info, predicted expenses

10

9

8

7

6

5

4

3

2

1

**Communication** 10 9 8 7 6 5 4 3 2 1 0 1 2 3 4 5 6 7 8 9 10 **Self Development**

- Able to express your thoughts and feelings effectively
- Listen and really hear others
- Others understand what you mean
- Express anger appropriately
- Negotiate effectively
- Can see the other person's point
- Can both give and receive info
- Can communicate needs, terms of agreement, fees, etc. for business

1

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10

- Able to face challenges
- Can identify and articulate your thoughts and feelings
- Stand up for yourself
- Know the difference between your needs and your wants
- Know how to get your needs met
- Clear about your values & priorities
- Confident to charge the going rate for goods and services

### Preparing for the Future

Know what you will need and how to save money for:

An emergency fund, a car, an event, education,  
a house, retirement, health/life insurance, long-term care insurance,  
supporting an aging or disabled family member, personal goals,

Business: expansion and succession, training, long-term business goals,  
marketing strategy, selling the business

## What might be a next step for you?

Where would you like to develop your skills? Look on the back of the yellow interpretation Money Habitudes cards for ideas if you are overusing a habitude and choose from the suggestions below to take control of your money and your life. Remember to start with the first step. Choose one thing and do it! For example—Step 1:

- Get a telephone number; make the call. Buy a book; read it.
- Get a notebook; record what you spend.
- Give yourself two hours to identify your values & priorities.

<p style="text-align: center;"><b>Money Management</b></p> <ul style="list-style-type: none"> <li>• Keep track of everything you spend for a month.</li> <li>• List all the money you have, earn and receive.</li> <li>• List all your debts.</li> <li>• Know how much interest you are paying for every loan and on every credit card.</li> <li>• List ALL of your known expenses within a year.</li> <li>• Do you need to earn more or spend less to stay out of debt or get out of debt? To have money for an emergency? Support your business objectives?</li> <li>• List what you want to save for short term ...how can you do that?</li> <li>• Take a basic management / accounting class &amp; get appropriate software.</li> <li>• Read a book, go online, take a course or talk with someone who manages money or their business well to learn a basic money management system.</li> <li>• Write a SMART goal.*</li> </ul>	<p style="text-align: center;"><b>Preparing for the Future</b></p> <ul style="list-style-type: none"> <li>• Open a savings account and commit to putting in a set amount when you receive EVERY paycheck—it can be \$5 or \$500—DO IT!</li> <li>• Make a list of what you would like to be able to afford in your future (buy a house, education for yourself or children, retirement savings.)</li> <li>• Talk to a financial educator, counselor, advisor or planner to develop a realistic personal and business savings and investment strategy.</li> <li>• Start or join an investment club to learn to invest or to learn how to ask good questions.</li> <li>• Join a professional organization and attend conferences to learn strategic planning.</li> <li>• Read a book, go online, take a course or talk to someone who is competent at saving, investing and operating a business.</li> <li>• Write a SMART goal.*</li> </ul>
<p style="text-align: center;"><b>Self Development</b></p> <ul style="list-style-type: none"> <li>• Say “yes” to yourself.</li> <li>• Identify your values and priorities.</li> <li>• Say “no” to people and things that conflict with your values, priorities, life and financial goals.</li> <li>• Live healthier—eat well, exercise, floss you teeth, get you eyes, teeth, bones and body checked out.</li> <li>• Develop a positive attitude.</li> <li>• Learn to be assertive and how to negotiate</li> <li>• Take a class in assertiveness training, anger management or how to work more collaboratively with others.</li> <li>• Seek the insights of a counselor or coach</li> <li>• Learn from others through self-help group, professional and support groups</li> </ul>	<p style="text-align: center;"><b>Communication</b></p> <ul style="list-style-type: none"> <li>• Learn how to negotiate.</li> <li>• Communicate your anger, disappointment, frustration, passion and fears more effectively.</li> <li>• Read body language—your own and others’.</li> <li>• Be able to say “I’m sorry.”</li> <li>• Be able to say “I think... I feel... I want...”</li> <li>• Use <i>who</i>, <i>what</i>, <i>when</i> and <i>how</i> questions instead of questions that can be answered “yes” or “no”.</li> <li>• Clarify instead of making assumptions that you know what the other person is thinking/feeling.</li> <li>• Express yourself instead of expecting the other person to know what you’re thinking/feeling.</li> <li>• Work with a counselor, coach or mentor.</li> <li>• Find books/online resources and classes or support groups for ideas and strategies.</li> </ul>

### SMART and SMARTER Goals

Specific    Measurable    Actionable    Realistic    Timeline (Extra Realistic)

<b>Goal:</b>	I will buy a car
<b>SMART Goal:</b>	I will save \$15,000 to buy a used Prius in three years.
<b>SMARTER Goal:</b>	I will save \$100/week (\$5200/year) for 3 years to have \$15,000 to pay cash for a used Prius (or another car with a minimum of 35 miles per gallon).
<b>SMARTEST Goal:</b>	I will set up a separate account to save for the car and will <u>***</u> to have the \$100/week. *** Get another job, work extra hours, have money automatically deposited, only eat dinner out once a week, take lunch 3 times/week, use coupons at the grocery store, buy fewer clothes or shop differently