

## **30** Financial Tasks to Complete

Here's a list of 30 financial tasks to help you manage your finances effectively:

- 1. **Create a Budget**: Document your income and expenses in a budget planner or online application based on your values, priorities, and goals.
- 2. **Review and Adjust Budget**: Review expenses accordingly and adjust the budget to reallocate to savings accounts according to your "The Yes Plan."
- 3. Set SMART Goals: Set short-term and long-term financial goals, such as dinner at a restaurant, vacations, automobiles, or buying a home.
- 4. **Build an Emergency Fund**: Save at least 3-6 months' worth of living expenses. If you own a house and/or rental property, save at least 1 years' worth of expenses.
- 5. Set Up a Fun/Rainy Day Fund: Save at least \$1000 for unexpected minor expenses for fun activities.
- 6. Save for Major Purchases: Plan and save for large expenses like a car or home.
- 7. Set Up Automatic Savings and Payments: Avoid late fees with automatic payments and transfers to your savings account.
- 8. **Create a Financial Calendar**: Mark important financial dates for bill due dates and tax deadlines.
- 9. Pay Off Debt: Prioritize paying off using the snowball or avalanche method.
- 10. **Overdraft Fees and CFPB:** The bank can reverse excessive fees if you ask. If fees are not reversed, file a complaint with CFPB for the bank to review and be refunded for excessive fees.
- 11. Additional Revenue Streams: Obtain additional income streams, drive for Uber, Lyft, and DoorDash, start a business, Shopify, Fiverr.com, write a book, etc.

- 12. **Review Credit Report**: Check your credit report daily for any updates based on payments and weekly for errors using credit monitoring services such as Credit Karma or Smart Credit, etc.
- 13. **Improve Credit Score and Build Credit History**: Pay bills early and on time while reducing debt, especially those shown on your credit report. Use credit responsibly to build a strong credit history using the same as cash method.
- 14. Invest in Retirement: Contribute to a 401k, Roth IRA, Robinhood, or Stash.
- 15. **Diversify Investments**: Spread your investments across different asset classes, such as 401k, Real Estate, Wine, Art, Gold, Music, and other appreciating assets.
- 16. **Review Insurance Policies**: Ensure you have adequate health, life, automobile, property, and flood insurance.
- 17. Review Beneficiaries: Update beneficiary information on accounts and policies.
- 18. **Create a Will and a Trust**: Plan your estate to protect your assets. Consider a trust, especially if you have a business and/or rental properties. Consult a knowledgeable professional to assist you.
- 19. **Plan for Taxes**: Understand your tax obligations and plan accordingly, paying estimated taxes quarterly for businesses such as Uber, Lyft, DoorDash, etc.
- 20. **Maximize Employer Benefits**: Take full advantage of employer-provided benefits companies have partnered with to offer discounts, such as Dell, Verizon, etc.
- 21. **Review Bank Accounts**: Regularly check bank accounts daily to resolve any issues, and investment accounts every paycheck to ensure accuracy and update budget and net worth.
- 22. **Review Financial Statements**: Regularly check monthly bank and investment account statements for accuracy. Good results as you review your bank accounts daily, and investment accounts every paycheck to update your net worth.
- **23. Calculate your net worth.** Calculate your net worth using a spreadsheet or investment tool such as Empower.com. If your net worth is negative, it's time to make it positive by paying off debt and obtaining assets.
- 24. Shop and Negotiate for Better Rates: Regularly review and compare rates for loans, insurance, and utilities to save money by refinancing these items.
- 25. **Plan for Education or Business Costs**: Save for your children's, grandchildren's, and godchildren's education in a 529 Plan or 10k for a business startup.
- 26. Educate Yourself Financially: Read books, take courses, or attend seminars on personal finance.

- 27. Follow a Financial Mentor: Buy their books, listen to their podcasts or YouTube channel, read their articles on blogs, and other information on financial matters.
- 28. Seek Professional Advice: Consult a financial mentor, coach, advisor, or Certified Financial Planner (CFP) for personalized guidance.
- 29. Elevate Yourself Financially. Open Checking and Savings Accounts. Do not use check cashing locations, payday loans, car title loans, or high-interest car loan lots. Open Checking and Savings Accounts for Emergency, Fun, and Major Purchases.
- 30. **Financial Mistakes I've Made**. Check cashing, excessive overdraft fees and credit card debt, payday loans, borrowing from friends and family, and bankruptcy. You're not alone; you can fix these mistakes by saving and with your "The Yes Plan" budget.

By tackling these tasks, you can build a solid foundation for financial health and work towards achieving your financial goals with your values and priorities in mind.

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