FREEFINANCECHECKUP.COM

# The 15-Minute Family Financial Checkup Kit

A private, practical workbook to identify your next best step

**WHAT YOU'LL DO**

- Check eight essential areas
- Choose one priority
- Create a simple 30-day action plan

**No account numbers. No judgment. No purchase required.**

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# Start here

Use estimates. Skip anything that does not apply. Keep this workbook private.

## How to use this kit

1. **Complete the eight-area checkup**
   Choose the answer that best describes where you are today.
2. **Find your first priority**
   Any red answer deserves attention; select the one that would most improve stability.
3. **Make one 30-day commitment**
   A small completed action is more valuable than ten unfinished plans.

## Your starting point

**DATE** ______________________

**NEXT REVIEW DATE** ______________________

☐ Individual ☐ Couple ☐ Family/household

### A note about privacy

Do not write bank account numbers, Social Security numbers, passwords, complete policy numbers, or other sensitive identifiers in this workbook. Approximate totals are enough to make useful decisions.

**The money concern I most want to reduce:**

______________________________________________

FREE FINANCE CHECKUP

# Your financial snapshot

For each statement, check Green, Yellow, or Red.

**GREEN** On track

**YELLOW** Needs attention

**RED** Act soon

## 1. Cash flow

We generally spend less than we bring home and can pay regular bills on time.

- ☐ Green: Usually
- ☐ Yellow: Sometimes / barely
- ☐ Red: No / falling behind

## 2. Emergency savings

We have accessible savings for an unexpected expense without relying on high-cost debt.

- ☐ Green: Yes, a solid cushion
- ☐ Yellow: Some, but not enough
- ☐ Red: Little or none

## 3. High-interest debt

Credit-card and other high-interest balances are controlled and moving downward.

- ☐ Green: None / paid monthly
- ☐ Yellow: Paying down steadily
- ☐ Red: Growing / payments missed

## 4. Insurance protection

We have reviewed health, auto, home/renters, disability, and life coverage as applicable.

- ☐ Green: Reviewed and adequate
- ☐ Yellow: Unsure / review due
- ☐ Red: Important gap

# Your financial snapshot

Complete the remaining four areas, then select your first priority.

### 5. Retirement saving

We contribute regularly toward retirement and understand the plan available to us.

- ☐ Green: Regular contributions
- ☐ Yellow: Irregular / uncertain
- ☐ Red: Not currently saving

### 6. Credit and records

We review credit reports, protect personal information, and keep key records organized.

- ☐ Green: Current and organized
- ☐ Yellow: Some items overdue
- ☐ Red: Problems / unknown

### 7. Estate basics

Beneficiaries are current, and appropriate adults have wills, guardianship wishes, and decision documents.

- ☐ Green: Current
- ☐ Yellow: Incomplete / outdated
- ☐ Red: Not started

### 8. Shared understanding

The appropriate people in our household know the plan and where essential information is located.

- ☐ Green: Yes
- ☐ Yellow: Partly
- ☐ Red: No

**MY FIRST PRIORITY:** ______________________________

Choose the red area with the greatest immediate impact. If none are red, choose one yellow area.

# Your 30-day action plan

Turn your selected priority into one specific, finishable commitment.

**MY PRIORITY AREA**

**THE RESULT I WANT BY (DATE)**

## THREE SMALL STEPS

1 **ACTION** **COMPLETE BY**

2 **ACTION** **COMPLETE BY**

3 **ACTION** **COMPLETE BY**

**PERSON WHO WILL HELP OR HOLD ME ACCOUNTABLE**

**LIKELY OBSTACLE**

**HOW I WILL WORK AROUND IT**

## MY 30-DAY COMMITMENT

# Cash-flow worksheet

Use monthly estimates. The purpose is direction, not perfect accounting.

| MONTHLY MONEY IN | ESTIMATE |
|---|---|
| Take-home pay | |
| Other reliable income | |
| **TOTAL MONTHLY IN** | |

| MONTHLY MONEY OUT | ESTIMATE |
|---|---|
| Housing and utilities | |
| Food and household needs | |
| Transportation | |
| Insurance and healthcare | |
| Minimum debt payments | |
| Savings and investing | |
| Other spending | |
| **TOTAL MONTHLY OUT** | |

**MONTHLY DIFFERENCE = TOTAL IN - TOTAL OUT** ____________

If the result is negative, first protect housing, utilities, food, transportation, insurance, and minimum required payments.

# Emergency savings and debt

Choose stability first, then build momentum.

## 1 Emergency savings target

**ESSENTIAL MONTHLY EXPENSES**

**CURRENT ACCESSIBLE EMERGENCY SAVINGS**

**STARTER SAVINGS TARGET**

**LONGER-TERM TARGET**

A useful first milestone may be enough to cover a common unexpected expense. Your longer-term target depends on job stability, household needs, insurance deductibles, and other risks.

## 2 Debt inventory

| DEBT / LENDER | BALANCE | RATE | MINIMUM |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

- [ ] Highest-rate method: direct extra money to the highest interest rate
- [ ] Smallest-balance method: direct extra money to the smallest balance

**MY NEXT MONEY MOVE**

# Protect the household

Review coverage, beneficiaries, records, and the people who may need them.

| | | | |
|---|---|---|---|
| ☐ | **Health insurance** | Coverage, deductible, out-of-pocket limit | Reviewed: _________ |
| ☐ | **Auto insurance** | Drivers, vehicles, liability limits | Reviewed: _________ |
| ☐ | **Home or renters** | Property, liability, replacement needs | Reviewed: _________ |
| ☐ | **Disability protection** | Income replacement if unable to work | Reviewed: _________ |
| ☐ | **Life insurance** | People who depend on your income or care | Reviewed: _________ |
| ☐ | **Beneficiaries** | Retirement, insurance, and payable-on-death accounts | Reviewed: _________ |
| ☐ | **Estate documents** | Will, guardianship wishes, powers of attorney | Reviewed: _________ |
| ☐ | **Credit and identity** | Credit reports, freezes/alerts as appropriate | Reviewed: _________ |

### SAFE INFORMATION MAP

Record where important documents are stored - not passwords or complete account numbers.

# Build for the future

Review retirement progress and schedule the recurring tasks that protect it.

## Retirement check-in

- [ ] I know which workplace retirement plan or individual account is available to me.
- [ ] I know whether an employer match is available and what is required to receive it.
- [ ] My contribution amount is intentional rather than accidental.
- [ ] My investments and risk level fit my time horizon and overall plan.
- [ ] Fees and old retirement accounts have been reviewed.

**MY NEXT RETIREMENT ACTION**

## Annual financial calendar

**JAN-MAR** Review spending, savings rate, tax documents, and retirement contributions.

**APR-JUN** Review credit reports, insurance coverage, and emergency savings.

**JUL-SEP** Check debt progress, investment allocation, and upcoming major expenses.

**OCT-DEC** Review workplace benefits, beneficiaries, giving, and next year's goals.

**NEXT FULL CHECKUP DATE** ______________________________

Put it on the calendar now. Repeat the snapshot and compare progress.

# Finish with one decision

You do not need to fix everything today. Choose the next right action.

## THIS MONTH, I WILL:

______________________________________________________________________

______________________________________________________________________

Signed: ____________________________ Date: _________________

## Reliable starting points

| | |
|---|---|
| **Consumer Financial Protection Bureau** | consumerfinance.gov/consumer-tools |
| **AnnualCreditReport.com** | The federally authorized source for free credit reports |
| **Investor.gov** | U.S. Securities and Exchange Commission investor education |
| **IRS retirement plans** | irs.gov/retirement-plans |
| **Department of Labor benefits guidance** | dol.gov/agencies/ebsa |

## Continue your free checkup online

Explore additional educational resources and repeat your checkup whenever your household, work, or goals change.

**FreeFinanceCheckup.com/free-financial-checkup-kit**