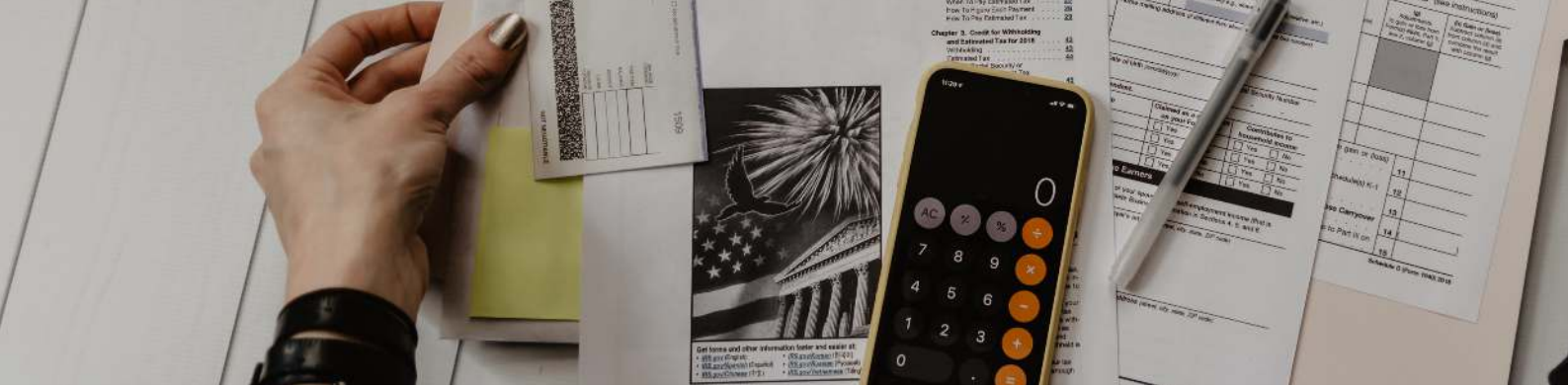


Financial Wellbeing Review Guide

everymind
at work





Day 1.



Tracking your spend and understanding your budget

We live in a cashless society where online shopping and contactless payment methods are making it much harder to keep track of your spending.

The first step in any financial review is to understand your current spending habits.

Tip 1: Understand your current spending by categorising your monthly expenses.

Using your bank statements or online banking account, identify the total money coming into your account and the money going out. You'll need to segment your expenses into categories such as utilities, food and travel.

Note: Some banking apps allow you to segment your spending, so be sure to check yours before creating a spreadsheet.

Tip 2: Document your assets and liabilities.

To understand your financial situation, you should document your assets and liabilities. An asset is a resource with economic value that you own. This may include premium bonds, savings accounts, stocks and shares. A liability is something you owe, such as a mortgage, credit card or any debt you may have.

Note: Make sure you take note of the time period you have to repay your liabilities.

After you have completed this, you should have a better understanding of your current financial situation and whether you have any disposable budget each month.



Day 2.

Setting Goals



It's important that we set short, medium and long term goals to ensure our financial wellbeing is moving in the right direction. There are no fixed definitions for short, medium and long term goals but here are some examples to help you out:

Short-term goal: Saving for a holiday, car or seasonal spending such as Christmas presents.

Medium-term goal: Saving for a deposit to buy a property or saving for your children's education.

Long-term goal: Saving for retirement.

Tip 1: Spend some time setting your short, medium and long term goals.

Tip 2: Based on your budgeting from the previous session, look at how much you can realistically afford to put towards each goal.

Note: You may not currently have enough disposable budget to contribute towards each goal so you will need to prioritise your goals based on what is most important to you.

Tip 3: Break down your goals into shorter touchpoints to make sure you are on track.

For example, if you need to save £1200 for a holiday in 12 months, check each month that you have managed to save £100 towards it.

Note: If you get paid monthly, consider setting up a standing order to a savings account each month to transfer your money out of your current account.

Tip 4: Review! Inevitably your finances will change over time. So periodically, sit down, review your goals and tweak them if necessary.

Note: If there is anything we have learnt over the last year or so it's that unexpected events can happen, so you must set reminders to review periodically.



Day 3.



How to make your money go further

Now we have tracked our spending and set our goals, we must make sure we are being efficient with the money we have.

Tip 1: Shop around and compare prices for any fixed expenditure you have.

Utilities - Set time aside to check what your current deal is and use comparison websites to see if you can switch providers to make savings.

[Here](#) is some useful information on how to switch, which includes a list of Ofgem accredited comparison websites that you could use.

Insurances - Don't just auto-renew, whether it is house, car, pet or some other insurance; always shop around before allowing your current policy to auto-renew.

Note: It may feel like you are only making small savings but they will soon add up.

Tip 2: When purchasing anything, look at the payment options.

If you can pay the entire amount upfront rather than monthly, you may find you save extra money.

Tip 3: Make sure you don't have double cover.

You may find that you have additional perks through services like your bank that you weren't aware of.

An example could be that you have gadget insurance through your bank, so make sure you don't also have standalone mobile phone insurance.

Note: This will usually be a perk if you have a package bank account for which you pay a monthly fee. More information on packaged accounts can be found [here](#).



Day 4.

Managing your debt

We must keep on top of our debt. If not managed correctly, it can cause stress, sleep deprivation and harm our mental health. It is vital that we are open and honest when it comes to debt.

Tip 1: Understand how much debt you have. You should have a good idea of this from completing the tasks on Day 1.

It is important you have a clear understanding of the size of your debt and how much you are paying for it. So make sure you know the interest rates being charged, as well as the time period to repay the debt.

Tip 2: Prioritise paying off the higher interest-bearing debt.

If you have any excess budget or if part of your goal is to reduce your debt, then make sure you are paying off the debt that is costing you the most first.

Tip 3: If you are struggling with debt and it is getting on top of you, then reach out to a debt charity for guidance and assistance. Here are some organizations that may be able to help:

- Citizens Advice
- Step Change
- The Money Charity
- Money Advice Service
- National Debt Line
- Debt Support Trust

Tip 4: Don't shy away from debt.

There are options out there and it is important that you talk about it with either a professional or your friends and family.



Day 5.

How to maximise your savings

Tip 1: Shop around to get the best returns on your savings.

Make sure you compare current offers before opening a savings account and don't be afraid to switch if your current savings account allows it.

Useful information on current offers can be found [here](#).

Note: You do not always need a current account with a bank to open a savings account.

Tip 2: Utilise traditional tax-efficient vehicles such as ISA's.

There are lots of different types of ISA's such as cash, stocks and shares, lifetime and more. To find out about the different types of ISA's, which is best for you and how to apply, you can find lots of useful information [here](#).

Note: One of the great benefits of an ISA is that any money you withdraw will be income and capital gains tax free.

Tip 3: Look into other types of vehicles you can put money into.

This could be investing in property, stocks and shares or a private pension. When it comes to these types of investments, there is an element of risk and it is always advised that you seek professional advice before investing.