

Conquer Adulting Through

Financial Literacy



Welcome to your journey towards financial control and independence!

This worksheet will guide you through the basics of budgeting, help you set financial goals, and manage your debt effectively. **Let's get started!**

What is Budgeting and Why It Matters

Budgeting is the process of creating a plan to spend your money. Dito, gumagawa ka ng “spending plan” or “budget”. Making a budget helps you ensure na palaging may sapat kang pera para sa mga bagay na kailangan mo at mahalaga sa iyo.

Here are a few benefits of budgeting:

01 **Avoids Overspending**

Sa pamamagitan ng pag-alam kung saan napupunta ang pera mo, maiiwasan mo ang mga hindi kailangang gastos.

02 **Saves for Emergencies**

Ang budgeting ay tumutulong magtabi ng pera para sa mga di inaasahang gastusin.

03 **Timely Debt Payments**

Sa isang budget, maaari mong i-allocate ang pondo para masigurong mababayaran ang mga utang sa tamang oras.



Isipin ang budgeting na parang pagplano ng study schedule. Katulad ng pag-aallocate mo ng oras para sa bawat subject, ganun din ang pag-aallocate ng pera para sa bawat gastusin.

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Paano nga ba mag-budget?

1. Set your financial goals

Mahalaga ang pag-set ng financial goals para sa epektibong budgeting. May dalawang klase ng goals:

LONG-TERM GOALS

Goals na kailangan ng mas mahabang panahon para makamit. Typically, long-term goals take a minimum of 1 year to be achieved.

Halimbawa: Tapusin ang pagbabayad ng student loan

SHORT-TERM GOALS

Mga goals na gusto mong makamit in 3 months to 6 months.

Halimbawa: Makahanap ng additional source of income

Your goals should be personally meaningful to you. Kaya dapat, when it comes to setting goals, alam mo dapat kung bakit importante ang goal na ito para sa'yo.

Think of what it would mean for you to achieve the goal.



Reflection Prompt:



Reflection Prompt:

- **On your income:**
Enough ba ang income mo para sa lahat ng iyong monthly expenses?
- **On your expenses:**
Posible bang magbawas sa expenses? There may be some items we can remove for now.
- **On your debts:**
Nakaka-keep up pa ba sa monthly debt payments? Baka dumadami na ang iyong utang at hindi mo na namalayan?



Paano nga ba mag-budget?

2. Assess your financial situation

Take a moment para tingnan ang iyong current situation in terms of finances, career, family, situation, and other aspects of life.

Budgeting practices fail because people forget this crucial step of assessing one's financial situation.

Don't make the same mistake! Mahalaga ito para magkaroon ka ng ideya sa mga kasunod mong gagawin to make progress towards your financial goals.

2.1 LIST YOUR INCOME SOURCES, EXPENSES, AND DEBTS

- **Income Sources:** Isama lahat ng pinagkukunan ng kita tulad ng allowance, part-time jobs, at scholarships.
- **Expenses:** I-break down ang iyong mga gastos sa fixed (hal. tuition, rent) at variable (hal. pagkain, transportation).
- **Debts:** Itala ang lahat ng utang mo, kasama ang kinakailangang monthly payments.

2.2 GET REAL

Now, assess and get real with yourself. Importanteng maging honest sa iyong sarili para mas maging klaro sa'yo ang mga actions na iyong gagawin.

Exercise #1

- List down all your sources of income, expenses, and monthly debt payments. Maaaring gumamit ng papel o Excel/Google sheet para ilista ito.
- Kapag na-lista mo na ang lahat ng iyong sources of income, i-add para makita ang kabuuan ng income na natatanggap mo monthly. I-add din ang iyong monthly expenses at required monthly debt payments.

Monthly Income Sources	Monthly Expenses	Monthly Debt Payment
Allowance	Mobile load	InvestEd loan
Income 2	Expense 2	Debt 2
TOTAL: ₱ _____	TOTAL: ₱ _____	TOTAL: ₱ _____

- Add the Total Expenses and Total Monthly Debt Payments. Subtract the resulting answer from your Total Income. May natira ba? O negative pa?

Paano nga ba mag-budget?

3. Set an action plan

Now that you have a better understanding of your financial situation, it's time to plan and take action!

Halimbawa, kung ang goal mo ay matapos ang pagbabayad ng iyong student loan sa itinakdang haba ng repayment, ask yourself: *Do I have the means to be able to pay my monthly loan payments?* Balikan ang financial assessment na iyong ginawa sa Step 2.

Depende sa resulta ng iyong financial assessment, mag-set ng 1-3 action steps na gagawin mo to take charge of your financial situation. **Start with small steps.**

Example:

Goal: Finish paying off my InvestEd student loan within the prescribed repayment period

Why it's important: Paying off my InvestEd loan timely and consistently demonstrates my integrity and credibility. If I continue my good repayment behavior, I will be able to avail another loan which I can use to pay off for my tuition next semester. This ensures that I get to continue my studies, and my parents will not have to worry about shelling out a big amount of money for my tuition every semester.

	Timeline <i>Kailan ko ito gagawin?</i>	Potential Blockers to this Action <i>Ano ang mga p'wedeng balakid dito?</i>	Game Plan to Remove or Mitigate the Blockers <i>Paano ko masisigurong magagawa ko pa rin ito sa kabila ng mga balakid?</i>
Action #1: Assess my financial situation	This week	My busy schedule	Allot 2 hours by the end of school this week to do this
Action #2: Save Php 1,500 from my monthly allowance to be able to pay the required monthly payment for my InvestEd loan	Monthly, at the start of each month, immediately after I receive my allowance	School Fees, Biglaang gastos with friends	Set aside the Php 1,500 immediately after receiving my monthly allowance and pay it already so I don't get tempted to use the money for other things
Action #3: Talk to my parents or siblings about my loan and seek their support	This month	Not knowing how my parents or siblings will react	I should keep in mind that not asking for help can only make the situation worse. Even if my parents or siblings cannot provide the additional financial support, they can still help think through possible solutions.

Exercise #2

Gumawa ng sariling action plan gamit ang table sa sa nakaraang pahina.

	Timeline <i>Kailan ko ito gagawin?</i>	Potential Blockers to this Action <i>Ano ang mga p'wedeng balakid dito?</i>	Game Plan to Remove or Mitigate the Blockers <i>Paano ko masisigurong magagawa ko pa rin ito sa kabila ng mga balakid?</i>
Action #1:			
Action #2:			
Action #3:			



Due to our varying circumstances, we will have different action plans. What's important is setting actions that are doable for you and will help you towards your goals.



Paano nga ba mag-budget?

4. Track your budget and spending

Ngayon na may malinaw ka ng goal at action plan, **mahalaga na maging accountable sa iyong sarili!** Dito na ngayon papasok ang importance ng tracking.

Nakakatulong ang pagtatrack para manatili sa budget at matukoy mo ang mga lugar kung saan maaari kang magbawas ng gastos.

Balikan ang ginawang listahan ng iyong income, expenses, at monthly debt payments. Mas okay kung mailalagay mo ito sa isang dedicated tracker katulad ng Excel or Google Sheet or other budget tracking apps tulad ng Monefy, Lista, etc., na kung saan ay nakikita mo ang galaw ng iyong pera on a monthly, weekly, and daily basis.



Check out these resources!

- **[VIDEO]** How to track your expenses in Google Sheets 2020 | Money Management Guide for Beginners and Students
- **[ARTICLE]** Get Your Finances in Order with the Best Budget Apps in the Philippines

- Every month, mag-set lang ng takdang budget. Allocate your income for savings, expenses, and debt repayment obligations.
- Ibayad na agad ang itinabing amount for debt repayment. Tandaan, for every missed due date, nag-i-incur ang iyong loan ng penalty fee at lumalaki ang kailangang bayaran for interest kapag pinabayaan.
- Gumastos ayon sa iyong budget. Every week or every day, update your tracker base sa mga pinagkagastusan mo. To make sure na magawa mo ito regularly, mag-set ng dedicated na araw o oras para gawin ito.
- Kung magkaroon ng unexpected expenses na wala sa budget, tanungin muna ang sarili: Kailangan ko ba talagang gumastos para dito? Kung oo, anong expenses ang p'wedeng bawasan para may maibayad sa gastos na ito? May p'wede ba akong gawin to increase my income or hingan ng tulong financially?

Ready ka na ba to take financial control?

Tandaan, ang budgeting ay isang skill na nangangailangan ng practice. **Stay committed, be patient, at makikita mo ang mga benefits!**

TO-DO:



Get clear with your financial goals. Mag-reflect at isulat ang iyong short- and long-term goals.



Assess your financial situation. Mahalagang maintindihan where you're at currently so you know what steps to take next.



Take action. Write down 1-3 actions you will do to bridge your current situation to your goals and to stay on top of your finances.



Track and stay accountable! Tandaan, when we do something consistently, it becomes a habit! So stay the course, and soon you will reap the rewards!

ADDITIONAL RESOURCES

- **[VIDEO]** [Smart Budgeting and Credit Care: Building Contentment through Personal Finance](#)

After completing the worksheets, submit them to our Submission Bin (bit.ly/InvestEdWorksheets1) to receive personalized feedback from our InvestEd Coaches!



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