



Money Mindfulness Habits and Steps

Your templated guide to a healthier and more proactive relationship with your money.

Mindful management of your money is a lifelong process of preparing, implementing, and reassessing your financial behaviors and situations in order to achieve financial well-being. Use this quarterly timeline to improve your relationship and management of money.

Stage 1 • Preparation (1 Week)

Day 1: Personal Financial Self-Reflection

Journal about financial fears, anxieties and problems. If applicable, encourage spouse or partner to do the same.

Day 2: Revisit Financial Self-Reflection

Revisit and reflect on items journaled about the day before. If applicable, discuss as a household with your partner or spouse. Discussion should be free from judgement and done in an open and supportive way.

Day 3-4: Compile Financial Information

Gather details about your income, assets, debts, and expenses. Examine overall household financial situation, for example, evaluating for simplicity, stability, spending habits, emergency preparedness, areas for expense reduction, and savings growth.

Day 5-7: Set SMART Financial Goals

Define short, medium, and long-term financial goals. Use SMART goal format (Specific, Measurable, Achievable, Relevant, and Time Bound). Set and discuss both individual and household goals.

Stage 2 • Implementation (3 Months)

DAILY

☐ Plan Expenses for the Day

Commit to staying within planned budget. Make adjustments as needed.

☐ Journal Financial Worries/Concerns

Get worries out of your head and onto paper. Address them later with a clearer mind.

WEEKLY

☐ Review Account Transactions

Check for fraudulent transactions, successful bill payments, and overspending. Adjust next week's planned expenses as needed.

☐ Journal Review

Reflect and problem solve. Create SMART goals to address and work to alleviate worries and concerns from the past week.

MONTHLY

☐ Balance Current Month's Budget

Review your spending, income, and bills.

☐ Plan Upcoming Month's Budget

Plan for expected spending, income, and bills. Adjust as needed based on prior month budget balances.

Stage 3: Reassessment (1 Week)

Day 1: Repeat Personal Financial Self-Reflection

Journal about financial fears, anxieties and problems. Take into consideration any concerns uncovered from the preparation phase. If applicable, encourage your spouse or partner to do the same.

Day 2: Revisit Financial Self-Reflection

Revisit and reflect on items journaled about the day before. If applicable, discuss as a household with your partner or spouse. Discussion should be free from judgement and done in an open and supportive way.

Day 3-4: Assess Progress Towards Financial Goals

Review and assess progress made towards SMART financial goals set in the preparation stage. Identify any new goals or adjustments needed.

Day 4-5: Review Habits and Financial Practices

Examine financial habits and practices maintained in the implementation stage. Identify areas to adjust and improve.

Day 6-7: Plan For the Future

Make final adjustments to SMART goals and budgets for the next quarter. Forgive past setbacks and commit to practicing better habits and practices going forward.