FINANCIAL LEARNING CAFE

ACTION GUIDE 01

UNDERSTANDING YOUR FINANCIAL LIFE

Seeing How Income, Expenses, Assets, and Obligations Work Together

Learner name: ______________________	**Date started:** ______________________
Program / pathway: ______________________	**Target completion date:** ______________________

YOUR ACTION GUIDE

This is where information becomes movement.

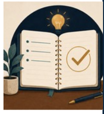
Use this companion guide while completing Understanding Your Financial Life. Answer from your present reality, not from what you think your finances should look like. The purpose is clarity without shame and action without pressure.

1	**KNOW**	Confirm that you understand the four parts of your financial life.
2	**REFLECT**	Connect the lesson to your habits, responsibilities, and emotions.
3	**ACT**	Build a dated inventory of income, expenses, assets, and obligations.
4	**COMPLETE**	Sign the milestone statement and record your next questions.

Before You Begin

1. What do you most want to understand about your financial life?

2. What would make completing this guide worthwhile for you?



KNOWLEDGE CHECK

1. Why can a household appear financially stable and still be financially vulnerable?

2. What is the difference between an unbanked household and an underbanked household?

3. Why did Marcus struggle even though his regular bills were generally current?

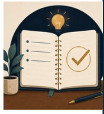
4. What changed when Marcus assembled all of his financial information?

5. What is the difference between gross income and net income?

6. Name the three expense types discussed in the lesson.

7. Why can an asset have value without being readily available for an emergency?

8. What is financial margin?



KNOWLEDGE CHECK — CONTINUED

9. Why should periodic expenses be converted into monthly amounts?

10. What should a monthly financial review examine?

11. How do income, expenses, assets, and obligations influence one another?

12. Why should a personal financial snapshot be dated and reviewed?

13. Why are financial numbers information rather than a measure of personal worth?

14. What foundation should exist before comparing products or creating repayment plans?

15. What becomes possible when financial information is made visible?

PERSONAL REFLECTION

1. When you think about your complete financial picture, what emotions arise first?

2. Which part of your financial life—income, expenses, assets, or obligations—feels clearest? Which feels least clear?

3. Do you usually manage money one bill at a time or as one connected system? Explain.

4. Which unexpected expense would create the greatest disruption in your household today?

PERSONAL REFLECTION — CONTINUED

5. Where might your finances look stable on the surface but remain vulnerable underneath?

6. What money-related subject were you expected to understand but were never formally taught?

7. Which part of Marcus's story felt most familiar to you?

8. What truth about your finances are you now willing to examine without judging yourself?

ACTION ASSIGNMENT

Build Your Four-Part Financial Inventory

Use your most recent statements, pay records, bills, and account information. Enter estimates when necessary, place a star beside any unknown figure, and return to verify it. Do not include account numbers or sensitive login information.

INCOME

Source / description	Gross amount	Available amount	Frequency

ACTION ASSIGNMENT — CONTINUED

EXPENSES

Expense / category	Fixed / variable / periodic	Typical amount	Due date

ACTION ASSIGNMENT — CONTINUED

ASSETS

Asset / account	Estimated value	Accessible now?	Related financial obligation

ACTION ASSIGNMENT — CONTINUED

OBLIGATIONS

Account provider / responsibility	Balance or commitment	Required payment	Rate / deadline

TURN INFORMATION INTO UNDERSTANDING

1. Average monthly take-home income:

2. Average monthly fixed expenses:

3. Average monthly variable expenses:

4. Monthly share of periodic expenses:

5. Required monthly financial obligations:

6. Estimated monthly margin (income minus expenses and required obligations):

Your Three Most Important Findings

1. Finding and why it matters:

2. Finding and why it matters:

3. Finding and why it matters:

Questions Requiring Follow-Up

1. Question, missing figure, or document to locate:

2. Question, missing figure, or document to locate:

3. Question, missing figure, or document to locate:

COMPLETION MILESTONE

Lesson Completion Statement

Read each statement and check the box only when it is true for you.

- ☐ I can identify the four primary parts of my financial life.
- ☐ I can distinguish gross income from available income.
- ☐ I can recognize fixed, variable, and periodic expenses.
- ☐ I can identify assets and consider how accessible they are.
- ☐ I can identify present and future financial obligations.
- ☐ I can explain how these categories interact.
- ☐ I completed a dated four-part financial inventory.
- ☐ I calculated an initial estimate of my monthly financial margin.
- ☐ I identified unanswered questions that require follow-up.
- ☐ I can examine my financial numbers without treating them as a judgment of my worth.

I have completed Action Guide 01: Understanding Your Financial Life. I have recorded my present information honestly, identified what I still need to learn, and selected practical next steps for continuing my financial education.

Learner signature: ________________________________ Date: _____________

Curriculum Support notes (optional):

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Next: Action Guide 02 — Creating a Personal Financial Snapshot