

Keeping the Job: How Do You Rate?

Directions: Work habits and attitudes are important to your success in the working world. If you have a job, think about your work habits and personal attitude while on the job. Read and answer “Yes” or “No” to the following questions. Be honest with yourself.

	Yes	No
Are you on time to work everyday?	<input type="checkbox"/>	<input type="checkbox"/>
Do you dress appropriately for the workplace and job?	<input type="checkbox"/>	<input type="checkbox"/>
Is your attitude positive? Are you helpful with your co-workers? Are you polite with customers?	<input type="checkbox"/>	<input type="checkbox"/>
Do you refrain from gossiping?	<input type="checkbox"/>	<input type="checkbox"/>
Do you pitch in where help is needed?	<input type="checkbox"/>	<input type="checkbox"/>
Are you a team player? Are you open to other people’s ideas? Can your co-workers rely on you to get your job done on time and correctly?	<input type="checkbox"/>	<input type="checkbox"/>
Are you a problem solver?	<input type="checkbox"/>	<input type="checkbox"/>
Do you ask questions if you don’t understand a task or any of your duties?	<input type="checkbox"/>	<input type="checkbox"/>

If there are any questions to which you answered “no” or if there are parts of questions you feel the correct answer is “no”, write an explanation below. Explain why you answered “no” and what you can do to change your behavior so next time you can answer “yes”!

Investing: Never Too Small or Too Early

One mistake most young people make is thinking that they don't need to start saving and investing. But, when you realize what a difference even a little amount of money invested early in your life can make, you may think differently.

Compounding: Money will “compound” when invested. As you continue to earn interest on your money, you start to earn interest on interest! The money can accumulate more than you realize. The fact is that if you invest a little bit of money while you are young, you will have more money than if you invest large sums when you are older. How does this work?

The following chart demonstrates the “investing young” theory. Assume you will earn an 8% annual return. The first year you will earn interest on the initial investment. The second year you earn interest on the initial investment, it's interest *and* second year's investment. The third year you earn interest on the three year's investments plus all the accumulated interest, and so on.

If you put in a little each month instead of only once per year, your money will grow even more!

If you invest \$1,200 per year, this is how much money you will have at the following ages:

**Started Investing at Age 18
Stopped Investing at Age 30**

Age	Investment Per Year	Total Value
18	\$1,200	\$1,296
19	\$1,200	\$2,592
20	\$1,200	\$4,095
21	\$1,200	\$5,719
22	\$1,200	\$7,473
23	\$1,200	\$9,366
24	\$1,200	\$11,412
25	\$1,200	\$13,620
26	\$1,200	\$16,006
30	\$1,200	\$27,616
35	\$0	\$39,983
40	\$0	\$82,453
45	\$0	\$121,151
50	\$0	\$178,011
55	\$0	\$261,557
60	\$0	\$384,313
65	\$0	\$564,682

TOTAL INVESTED: \$39,600

If you invest \$2,400 per year, this is how much money you will have at the following ages:

Started Investing at Age 30

Age	Investment Per Year	Total Value
18	\$0	\$0
19	\$0	\$0
20	\$0	\$0
21	\$0	\$0
22	\$0	\$0
23	\$0	\$0
24	\$0	\$0
25	\$0	\$0
26	\$0	\$0
30	\$2,400	\$2,592
35	\$2,400	\$15,206
40	\$2,400	\$37,549
45	\$2,400	\$70,378
50	\$2,400	\$118,615
55	\$2,400	\$189,491
60	\$2,400	\$293,631
65	\$2,400	\$446,646

TOTAL INVESTED: \$74,400

Budgeting Your Money

Directions: You may need your paycheck stub and other paperwork to complete this worksheet. Write your actual income and expenses in the blanks below to the best of your knowledge in the left column. Then in the right column, record any changes you think would be helpful to reach your personal goals and pay your bills.

	Current	Changes
Gross Income		
Paycheck (before deductions)	_____	_____
Any additional income (allowance, gifts, etc.)	_____	_____
TOTAL	_____	_____
Expenses		
Taxes (state and federal)	_____	_____
Savings (pay yourself first after the government deductions)	_____	_____
Auto		
Car payment	_____	_____
Insurance	_____	_____
Gas	_____	_____
Maintenance	_____	_____
Personal		
Clothing	_____	_____
Hair	_____	_____
Grooming/Make up	_____	_____
Other	_____	_____
School		
Sports	_____	_____
Clubs	_____	_____
Lunches	_____	_____
Dances	_____	_____
Other	_____	_____
Entertainment		
Movies	_____	_____
Food	_____	_____
Music	_____	_____
Computer	_____	_____
Other	_____	_____
Write in other categories if necessary:		
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
TOTAL	_____	_____
DIFFERENCE	_____	_____

Maintaining a Checkbook

Directions: Using the register below, calculate how much money is left in the checking account.

*USE THESE CODES WHEN RECORDING YOUR NON-CHECK TRANSACTIONS
 D-DEPOSIT DC-DEBIT CARD ATM-TELLER MACHINE AP-AUTOMATIC PAYMENT TT-TELEPHONE TRANSFER O-OTHER

CHECK NUMBER	DATE	TRAN'S TYPE	DESCRIPTION OF TRANSACTION	PAYMENT/DEBIT (-)	FEE (-)	TAX	DEPOSIT/CREDIT (+)	BALANCE FWD.
								\$ 289 90
162	3/7		The Wave (swim registration)	60 00				
163	3/10		Baskin Robbins (mom's b'day cake)	24 56				
	3/11	ATM	Cash (coffee, gift for Kate)	20 00				
164	3/15		Coate Care & Insurance (auto insurance)	97 40				
165	3/15		Shell Oil Credit Card	62 26				
	3/16		Paycheck				147 42	
	3/16	ATM	Cash	20 00				
	3/16	ATM	Transfer to savings	50 00				
166	3/23		Gina's Hair Salon	30 00				
167	3/30		Old Navy	47 15				
	3/31		Paycheck				112 02	
	3/31		Transfer to savings	50 00				
	(3/31		Cash spent on coffee) 164.00					

Ending Balance: _____

Credit Cards: How Much Do You Really Pay?

Credit cards can be very handy. Some people use them all the time to accumulate “points” which earn them airplane tickets and other merchandise. Sometimes, such as ordering over the phone or internet, it is just plain easier to make the transaction with the credit card.

But way too often, people charge more than they can really afford in a given month. When that happens, a balance is carried forward. Then when more charges are made, the balance increases. Soon, many households find themselves unable to pay their bills.

Here are some different examples of what happens when you use credit cards. Remember: all statements should be paid in full!

EXAMPLE 1:

Your car needs a lot of work, so you bite the bullet and take it in for repairs.

Amount to Repair Car:	\$500.00
Annual Percent Rate (APR) on card:	18%
Amount You Plan to Pay Per Month:	\$25.00
Time to Pay The Charge	2 Years
Total Cost of Repairs	\$598.91

You Paid
\$98.91
More!

EXAMPLE 2:

Your car needs a lot of work, so you charge it after you are already carrying a balance from your vacation:

Current Balance on Card:	\$1,116.04
Amount to Repair Car:	\$500.00
New Balance on Card:	\$1,616.04
Annual Percent Rate (APR) on card:	18%
Amount You Plan to Pay Per Month:	\$50.00
Time to Pay The Charge	3 Years, 9 months
Total Cost of Repairs	\$2,227.38

You Paid
\$611.34
More!

EXAMPLE 3:

After you’ve gone on vacation and repaired the car, you buy new furniture for your new apartment. You do not have any additional income, so you can’t increase your monthly payment

Current Balance on Card:	\$1,616.04
Amount to Buy Furniture:	\$770.89
New Balance on Card:	\$2,386.93
Annual Percent Rate (APR) on card:	18%
Amount You Plan to Pay Per Month:	\$50.00
Time to Pay The Charge	7 Years, 1 month
Total Cost of Repairs	\$4,228.35

You Paid
\$1,841.42
More!