



Personal Financial Management

A 4 Module E-Course

I have put together an E-course to help you manage your personal finances. This course starts with understanding your mindset towards money. Then we look at your debt and how to get out of it. We look at expenses and income and reducing expenses and making more money. And finally we look at investing and growing your money as well as habits of the wealthy.

- The work you can do in your [own time anytime during the week](#). Most people take between 4 and 6 weeks to complete the course, doing between [3-4 hours a week](#). I email all the materials to you which you can keep and use over and over again.
- [You can send an unlimited number of emails to me while you are busy with this course. Once you have completed the course there is a certificate.](#)

You can start the program at any time and you can work through it at your own pace. There is no set time limit.

This course is designed to help you **get control of your finances and build good money management habits**. During the course you will learn to:

- Understand your spending; manage your expenses
- Learn how to cut down on your spending
- Understand your sources of income
- Learn how to increase your income
- Review your debt
- Learn how to pay back your debt; learn ways to pay back debt faster
- Understand your negative money beliefs and habits; learn new and better money beliefs and habits
- Learn about savings and investments
- Learn how to set and work a plan to meet your personal financial goals

This course is very practical and you will be working with your actual debt, expenses and income extensively, as well as touching on savings and investments and other financial aspects. There is also a great deal of focus on understanding your current thinking about each aspect of your finances and the current habits you have. Many exercises deal with learning new thoughts and beliefs about money and **much attention is focused on getting you to learn and practice good money habits that will put you on the path to financial success, which we do at the end of each section: i.e. debt, expenditure, reducing expenditure, income, increasing your income, repaying debt quicker, savings, investments etc.**

The outline of the 4 module programme is as follows:

Module 1: Money beliefs – both positive and negative; where we learned our beliefs and how to change them; better money beliefs to have; debt; how to consolidate and fully understand your current level of indebtedness; analysing your debt and the best ways to reduce it; strategy to reduce your debt; how to avoid future debt.

Module 2: More analysis of your actual indebtedness; understanding what you owe, your most expensive debt and time periods to repay all debt. Understanding and tabling your current debt habits and developing better habits for managing and avoiding debt. Tabling and analysing your expenses; how to reduce expenses; tabling and analysing your income; money beliefs and habits you have around spending and making money. Developing new and better habits for managing your expenditure and income.

Module 3: How to increase your income – there is quite a lot in this section on how you can make more money because it is possible to make more money. Having cut your expenses and increased your income we look at how to repay more of your debt. You will also get to evaluate your current habits around these topics and look at better habits to develop whereby you can increase income and repay debt faster and not get into any more debt.

Module 4: We look at savings and investments; general money management principles; growing your knowledge of personal financial management and staying up to date with information on managing your personal finances. We look at setting financial goals, developing a plan to achieve your goals and then working the plan. A process is provided that can be used each year to set and achieve financial goals for the year ahead.

Contact: penny.holburn@live.co.za for more information or to book for the course. You can start the course at any time.

Below are 10 pages of extracts from the course for you to get an idea as to whether you want to do the course or not.

The full course is about 90 pages, with each module around 20 pages.

Extracts from the Course

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1. Money beliefs

Before we even start looking at the actual state of your finances I want you to first consider some of the thoughts and beliefs you have about money. Your current financial state reflects your current beliefs about money. If you have lots of debt then you probably have lots of thoughts that allowed you to act in such a way as to get into debt. If you have lots of savings and investments then you have thoughts and beliefs about money that got you to act in such a way as to have lots of savings and investments. Financial success begins in the mind.

Consider the following beliefs about money:

- I cannot make money in a recession
- I will never get out of debt
- Money is bad
- Wealthy people are horrible
- Every year I will be earning less money
- I cannot make ends meet
- Inflation is killing me
- I have to stay in this job I hate because at least I earn an income
- Nobody wants to buy my products
- People don't have money to buy my services
- I would never be able to earn R80 000 a month
- I am not someone who will ever earn lots of money
- Wealth is not for me
- There is not enough money to go around
- You have to have money to make money
- Money is the root of all evil
- People with money are evil and bad and unethical
- People with a lot of money are selfish and self-centred

- Everyone can't be a millionaire
- Rich people care only about money
- If you are rich you cannot be spiritual
- It is not okay to make more money than your parents
- My family don't like rich people
- It is impossible to increase my income

These are just some examples of beliefs. Are they limiting or empowering beliefs? _____

A limiting belief stops you from having money and good financial prospects. Empowering beliefs are positive and enable you to create the wealth you want and manage your money well. These are negative or limiting beliefs. They are however beliefs that many people have. Because they are their beliefs, their subconscious believes they are true and so their actions will be such as to make them come true. This is the self-fulfilling prophecy. We act in order to make what we believe come true. The more often we tell ourselves limiting beliefs, the more entrenched they become, and the more they become fact. Once we believe they are facts we do everything we can to make them come true.

Some examples of positive or empowering beliefs include:

- I can make good money by doing what I love to do
- I can make good money by being of service to others
- This is an abundant universe – if I want more money I can make it
- Wealthy people can give to others
- It is good to be prosperous because then you can help others
- I am willing to have great wealth even if I feel that I do not deserve it yet
- I am grateful for all the money/wealth/riches I have
- It is possible to make a lot of money
- Everyone can be wealthy
- It is always possible to make money
- I am worth (fill in the amount you want to have).
- I am worthy of prosperity
- I attract wealth creating opportunities

Which beliefs do you want to change because they are not helping you achieve financial freedom? Examples of beliefs you may want to change include:

- I will never be able to earn amount per month
- I will never get out of debt
- I am useless at dealing with finances
- Money is evil
- I will never earn enough money for what I want to do
- Etc.

List the negative or limiting beliefs about money that you have that you want to change:

2. Debt

In order to be successful in life at anything you need to look reality squarely in the eye. You need to see your life exactly the way it is. That means you need to see exactly what your debt situation looks like. If you don't have the complete picture you cannot sort it out. So make absolutely sure that you have everything included in the table below. Yes it can be scary and you may not want to look at it. But you have to if you want to solve your money problems and move forward.

Below is the table you should have completed.

Loan Type	Total Amount Owed	Current monthly repayment	Interest rate	Date by when loan will be paid off	Total amount that will have been paid in interest
	Loan amount plus interest over all the years	Loan plus interest			Subtract the amount of the original loan to just get interest paid
House					
Car					
Student loan					
Credit Card					
Personal Loan					
Other					
.....					
.....					

Questions to ask yourself:

What is the total amount of debt you have (the total of the first column) _____

That is how much money you owe. Other than a house or property which is an asset and can be sold for money, most of the other debt is just money you owe with little to show for it. A high figure (excluding the home/property loans) is a sign of much indebtedness. It means you owe a lot of money. Which means you still have to earn the money and then give it to these people or institutions. So you will never see that money or be able to do anything with it for yourself as you have already spent it.

What is the total of your monthly debt repayments (total of monthly repayment column) _____

This is the amount of your monthly income / salary that goes toward paying your debts and interest on your debts. In other words, which goes toward paying other people and institutions. You work hard each month for this money and then give it away to others. I hope you are starting to see that having debt is not a good thing for you at all. You are giving away your hard earned money to other people. Why would you want to do that unless it is a necessity? Don't get into debt for luxuries. You are not being good to yourself. You are

making money for other people and institutions. Rather choose to make money for yourself or give it to charity. The institutions you are giving money to, such as the banks or loan sharks, are not poor.

What percentage of your monthly income goes towards servicing your debts? (If you can do this now do it, otherwise when you have completed the income section come back to this question and fill in the answer.)

Example: If you earn R10 000 a month and your debt repayments per month are R5000 – then 50% of your monthly income is going towards repaying your debt.

What is the loan with the highest interest rate? _____

Usually this is the loan you want to repay the quickest. High interest loans means the people you are paying back are making lots of extra money on top of the amount they loaned you upfront. If you can, do not take out high interest loans. You are just paying back a lot of your money to others.

3. Increase your income

Often this is where I lose people. It seems to many people that increasing their income is not something within their control. Yes, in a very bad situation they can cut expenses, but increase my income? No, I can't do that. Well, yes you can. If you work for an employer, your employer may very well not allow you to moonlight doing similar work to what you do for them, or you may have a restraint of trade in place, but you can definitely do something to increase your income. A basic business of selling items over the internet does not need to take more than a few hours a week to run. Or make something and have a stall where you sell your items at a market over the weekend.

So get your mindset right if you want to make more money. Realise that you can do it. Everyone has the creativity to come up with ideas to make more money. The idea that you cannot make more money is a belief, a limiting and disempowering one at that. You can make more money and you can increase your income. You have to believe that or your brain will stop you from proceeding any further. The minute you say – "I can't make more money", you have given your brain an instruction that your subconscious mind will obey. Your

subconscious mind will take that as truth – as a fact – and start thinking about other things rather than working creatively on ways in which you can make more money.

How do people make money? Why would someone pay money to you? Because you offer products and services that add value to them. You offer products and services that they want. People have hassles in their life. They have pain. They have no time. They are stressed and overworked. And there are plenty of people out there who do have lots of money and would gladly pay you to remove some of their pain and hassles. So find out what people need. Find out what you can do to remove their hassles and stress and pain. Often what you or those around you experience as hassles and pain, is what others do as well. Some brilliant business ideas and very wealthy people have resulted from someone finding an answer to what caused them and others hassles. What does the world need?

Answer the questions below as creatively and comprehensively as you can. You can do this alone or brainstorm in a group. This section works best if you can stop focusing on what you fear, and start focusing on what you love.

Who has money to purchase products and services? (e.g the very rich, those who inherited wealth, etc.) You can be quite specific here if you want to.

What hassles, pain and stress do they have in their lives? (e.g. no time for grocery shopping, no time to take children to extra-mural activities, gardens to be maintained, ongoing training and development, etc.)

What products and services could you offer to take away their pain? (e.g. do their grocery shopping for them; transport children for a fee)

Where do these match up with your own skills, passion, and experience?

What would you love to provide to society to make more money for yourself?

Some ideas to consider for increasing your income

- Will your company pay you money to come up with new ideas for generating revenue?
- How can you get a bigger bonus, salary?
- Start an internet business. It is one of the easiest businesses to start even while you keep your current job. You can sell e-books, audio files, training books, reports, how-to courses and lots of other information and products on the web. You can consult on the web. You can sell items on the web. You can also market other people's products on the internet. On the internet you will also find tons of information on how to set up and run an internet business. Just about every piece of information you could want on how to do anything is on the internet.
- Do part time work like selling make-up, jewellery, food, sports goods etc. Do a search on the internet under home business, work from home, etc. and you will find lots of options you can pursue.
- Write articles for books and magazines.
- Give talks.
- Organise hikes/holidays/dinners.
- Move trash.
- Garden.
- Fix things.
- Dog sit/pet sit.
- House sit.
- Give fitness lessons.
- Write a book.
- Rent out property
- Make money from your hobby
- Consult
- Tutor people
- Create an e-zine
- Buy and sell things
- String beads and make jewellery
- Make and sell other toys
- Create party events
- Organise events.
- Bake and sell cakes to home industry stores or corporates

- Typing of dissertations, notes for students

Write down ways in which you could make money using the above ideas and any other ideas you can come up with.

Are there people you can talk to who might come up with some good ideas? Write their names down below.
