

10 WAYS TO Manage Money

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POCKET READERS

10 WAYS TO - Series Overview

The 10 WAYS TO series provides advice, skills, and strategies to the readers for successfully negotiating different aspects of life. Each book suggests 10 clear, useful ways to the reader. The reader is encouraged to critically reflect on the reading material and their own lives in order to make any changes that would benefit them. The series includes the following.

- 10 ways to achieve work-life balance
- 10 ways to be more productive
- 10 ways to manage money
- 10 ways to be successful in love
- 10 ways to be assertive
- 10 ways to be smart online
- 10 ways to be environmentally friendly
- 10 ways to be healthy
- 10 ways to work in a team
- 10 ways to organize a trip

More titles will appear in the series at a later date.

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Introduction

In life, money is important. We use it to pay for things we need. We use it to pay for things we want. Most of us get money by working. Workers may have one main job or many different jobs. They get a *salary* every week or every month. Students may get money by doing a part-time job. They may get money from their parents or family.

Money, however, is very easy to spend. It can go very quickly. On pay day, people go to the bank. They get their salaries. Then, they pay their rent and **bills**. They buy food and drink. They go shopping. They go out with friends. But, everything costs money. They return to the bank to get more money.

And soon, there is no money *left*. They have nothing. They have spent all their money.

Managing money is a very important skill. We want to make sure that we have enough money to pay for the things we need. We want to make sure that we can buy the things we would like to have. And, we want to make sure we *save* some money for the future.

Now, stop and think for a moment. Do you often spend too much money? Do you always run out of money? Do you have no money saved? Let's look at ten ways to manage your money better:

1. Make a *budget*

Every month, you should make a budget. Write down how much money you will receive that month. This could be money paid to you for your salary. It could be money given to you from your family. Next, write down all of your monthly *expenses*; the money you have to pay for the things you need. Your expenses could include money you pay for rent. Your expenses could include your monthly electricity, gas, water, and smartphone bills. Your expenses could include the money you need for food. Your expenses could include the money you need to use the train or bus for the month. After that, decide how much money you want to

save. Finally, decide how much money you have left to spend on other things. These are the things you may want to buy or do. Then, every time you spend any money in the month, make a record of it. Keep checking how much money you have left. Keep checking your budget during the month. Remember to keep to your budget. Don't spend more money than you planned to in your budget.

2. Save often

Every month, you should also save some of your money. Look at your monthly budget. Set a goal of how much you can save from your salary. Have two bank *accounts*. One should be a regular account for everyday use. The other should be a savings account. At the start of each month, put the money you want to save into your savings account. That way, you won't spend it.

Another idea is to save your *spare change* often. During each month, you will spend money on the things you want and need. You pay for something at a store. Then, you may get some small coins in your change. Have a

special box at home. Every time you spend money, put your spare change in the box. At the end of each month, empty the box. Count the coins. You may have a lot! Then, go to the bank. Put the coins in your savings account. At the end of each year, check your account. Ask yourself, “How much money do I have now?” By doing this, you should see your money grow and grow each year.

Reflection Questions

1. Can you remember the 10 ways to manage your money? Test yourself. If you forget any, go back, and read them again.
2. Do you do any of the 10 ways to manage your money in your life? If so, which ones do you do?
3. How could you use any of the 10 ways to manage your money in your life?
4. What do you think you will do differently in your life after reading this book?
5. Can you think of other ways to manage your money?

Vocabulary in Context

1. Salary

- Workers get their **salary** paid to them every week or every month.
- You need to save money from your **salary**.
- I'm looking for a new job, because my **salary** is too low.

2. Bills

- I have many **bills** I need to pay every month.
- Because it's winter, my electricity **bill** is much higher this month.
- I stayed in hospital for a week. Afterwards, I had to pay a big **bill**.

3. Left

- I spent everything. I have no money **left**.
- Finally, decide how much money you have **left** to spend on other things in a month.
- Did you eat all the eggs? There are none **left**.

Vocabulary List

Salary:	(Noun) the amount of money an employer pays workers for working. The employer may pay the salary every month.
Bills:	(Noun) a written request for you to pay money to a company for something. For example, people get electricity, gas, water, and phone bills every month.
Left:	(Verb: Past participle of leave) to remain or to still have. For example, I have \$200 left.
Save:	(Verb) to keep something so that you can use it in the future.
Budget:	(Noun) a plan of how much money you will get, how much money you will spend, and how much money you have left or will remain.
Expenses:	(Noun) the money you have to pay for the things you need.
Account:	(Noun) an agreement you have with a bank for you to keep your money there and to take your money out when you need to. People may have a regular bank account and a bank account for saving money in.
Spare change:	(Noun Phrase) When you pay for something at a store, you usually get some change back. Spare change is a small amount of money – coins that you may not really need.
Invest:	(Verb) to put some money into a plan with the hope of making more money. Investment (Noun) is the action of putting money in a plan with the hope of making more money.
Interest:	(Noun) a percentage of money that you get for saving money in a bank and a percentage of money that you need to pay for borrowing money.