



# 10 Steps TO Conquer Debt

Experience  
The Joy Of  
Living Debt  
Free!

Richard Gorham

# 10 STEPS TO CONQUER DEBT

Written by Richard Gorham

EXPERIENCE THE JOY OF LIVING DEBT-FREE

[LEADERSHIP-TOOLS.COM](http://LEADERSHIP-TOOLS.COM)

PUBLISHER

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## INTRODUCTION by Richard Gorham

Hello and thank you for your interest in ***10 Steps to Conquer Debt***. If you are seeking a solution that will allow you to take control of your personal finances and finally get out of debt, you've come to the right place.

I say this with a strong sense of confidence and enthusiasm because what I'm about to share with you is exactly what I did to accomplish those same goals.

By following this specific ten step plan, my wife and I changed our financial lives for the better. We are now teaching our children lessons that will help them to avoid the many financial pitfalls that so many young adults fall prey to.

Too often we make financial decisions based on what we are told from other members of our family, friends, neighbors, or from the mass advertising that bombards our TV, radio, newspapers/magazines, and online platforms – which constantly scream at us to “Buy – using five EASY payments!” “Wait, we'll DOUBLE the order!”

The attraction to buy is made highly compelling and even made “easy”, yet the “paying” quickly becomes very difficult.

In this ebook, ***10 Steps to Conquer Debt***, I will take you by the hand; provide you with highly effective tools and resources, and explain the truth about debt in a way that I believe will make a great deal of sense to you.

Once we show you how to go about tackling debt, we'll teach you how to turbo-charge the debt-elimination process by creating new streams of income for your household.

I'm excited to introduce you to the very same tools and resources that my wife and I use to successfully manage our family finances. Regardless of where you currently are financially, I know you can benefit greatly by leveraging these financial resources.

Commit now to go through the entire program – I know you'll be glad you did. Let's get started!

Richard Gorham

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## CHAPTER ONE

### CONQUER DEBT and GAIN FREEDOM

**“The greatest gifts you can give your children are the roots of responsibility and the wings of independence.”**

*- Denis Waitley*



**It's time to achieve financial freedom - debt relief that is permanent. Yes, living debt free is achievable. You can do it - and we will provide you with the knowledge and tools you need to create a more prosperous life.**

One of the best ways to inspire our readers and keep you focused on working your debt reduction plan is by sharing the many success stories of regular people just like you, who are now on the road to financial victory.

**If you are serious about eliminating credit card debt and paying off your loans and lines of credit, then we feel confident that we can help you to create an effective debt reduction plan that will work - IF you lean into the process and work the plan.**

To begin reducing debt you'll want to adopt some proven strategies that have withstood the tests of time. Some of these strategies may seem simple - and they are - but if you aren't already using them then now is the time to start.

**Debt relief, or better yet - debt elimination, is essential to building wealth. So, let's get started on your journey to achieving financial freedom.**

# Steps to Conquer Debt

**STEP ONE: The Power of "I Will"** - The decisions you make truly shape your destiny. If you are currently deep in debt it is because of the choices made thus far in your life. If you want financial freedom, the elimination of debt should be your goal.

To get out of debt, it's time to make some better decisions. Have you finally had enough of barely scraping by financially? **Are you ready to take ownership of your financial future?**

Two of the most powerful words in the English language are, **"I will"**. By taking ownership of your situation and using these words as a regular reminder of personal accountability, you provide yourself with the clarity and confidence needed to overcome your money challenges

**STEP TWO: Get Real-ly Organized!** - Getting organized is about more than cleaning off your desk or taking out the garbage. Organization of your finances is a critical step in reducing the amount of stress you are experiencing.

When your personal finances are carefully organized, and when you know you have a plan in place to conquer your debt, the fear and worry you're feeling will be dramatically reduced.

**We provide you with a clear plan to organize your financial records.** Once you've implemented our simple record-keeping system, you'll feel like you can finally breathe again.

**STEP THREE: Let's Get Specific!** - Collect all your financial paperwork and lay it out on the kitchen table. Yes, all those bills and statements must now be opened so you can effectively deal with them.

**Don't worry, we'll be there with you every step of the way, helping you to complete a personal financial statement so you will finally have a clear picture of your current financial condition.**

For better or worse, it's imperative that you shine a light on your financial reality. Step three helps you get it all down on paper. You can't fix what you won't acknowledge so don't put this off any longer.

**STEP FOUR: You Must Know Your Cash Flow** - No longer will you experience the shame of being charged multiple overdraft fees or receiving late notices in the mail.

**Using our Daily Cash Flow tool, you'll never again be surprised to learn that a bill is past due.** Understanding how your money flows from day-to-day is essential to be a responsible money manager.

**STEP FIVE: Stack Your Debt** - This state-of-the-art debt reduction calculator allows you to easily determine which debts to focus on first. Paying off debt won't happen overnight, but once you've lined up your debt in the proper order, you'll be positioned to conquer your debt with absolute certainty.

**Use the best free debt stacking calculator available, complete with amortization tables and graphs.**

**STEP SIX: Attack Your Debt!** - Establish a budget plan to attack your debt one credit card at a time. Eliminate stress, worry and fear by having a clear action plan for your money.

**Track your progress with our free personal budget spreadsheet.** Discover how quickly the process of debt reduction can occur once you have a plan that is clear and actionable.

**STEP SEVEN: CASH Creates Clarity** – It's much easier for people to spend using plastic than cold hard cash. For some reason, cash is inherently more highly valued than all those shiny credit cards. Thus, cash is harder to spend.

While you may not even blink when swiping a credit card, you tend to feel the pain of spending more personally when paying with cash.

You can use this force to your advantage. **We will show you how to create a simple cash budget envelope system.** Shortly after adopting this approach, you'll understand how debt relief occurs more quickly when you stick to using cash.

**STEP EIGHT: Expect the Unexpected** - STUFF Happens. LIFE happens. The unexpected WILL occur. Therefore, you must plan for the unexpected.

It's not a matter of IF a crisis will occur; it's just a question of WHEN. Saving and setting aside a small emergency fund will enable you to navigate unexpected challenges more quickly and remain focused on your debt elimination program.



**STEP NINE: Automate to Eliminate Debt** - Use financial technology and tools to do most of the work for you. Common sense tells us that it's silly to focus your time on paying bills when you can automate the process.

Once you put your debt relief plan on automatic, you can use **that extra time to create new ways of increasing your income.**

**STEP TEN: Create New Income** - With a solid plan in place to conquer your debt, now it's time to focus on the income side of the financial equation.

**This is the fun part of building financial success! Learn how to increase your income by making better use of your spare hours.**

Many debt relief programs never get around to teaching how to effectively increase your income. In this final step, you'll discover exactly what you can do to create real and long-lasting streams of income.

New income provides the turbo-boost you'll need to conquer your debt in a fraction of the time it would take otherwise. I'll show you exactly how I did it, and you can do it too.

**Each of these 10 steps takes you one step closer to financial freedom.**

Debt reduction programs don't always provide you with the actual tools you need to feel like you're back in total control of your finances, but they should. In *10 Steps to Conquer Debt*, you'll receive the financial tools required to place you back in the driver's seat as you work to rebuild your financial future.

**Each step of our program is simple to understand - but that doesn't mean it's easy.** You will be required to make some important changes in your financial life.

More specifically, our program will help you to improve the quality of your relationship with money. Money should be working for you, not the other way around.

Don't make the mistake of allowing yourself to believe you don't need to do anything about your existing debt. Despite what some of the so-called experts might say, there is no such thing as "good debt".

**While some debt may appear necessary - there is no debt that is better than... ZERO DEBT.**

Protect your personal freedom. Debt elimination is a realistic goal through the *10 Steps to Conquer Debt* program. So, stop arguing with your spouse over money.



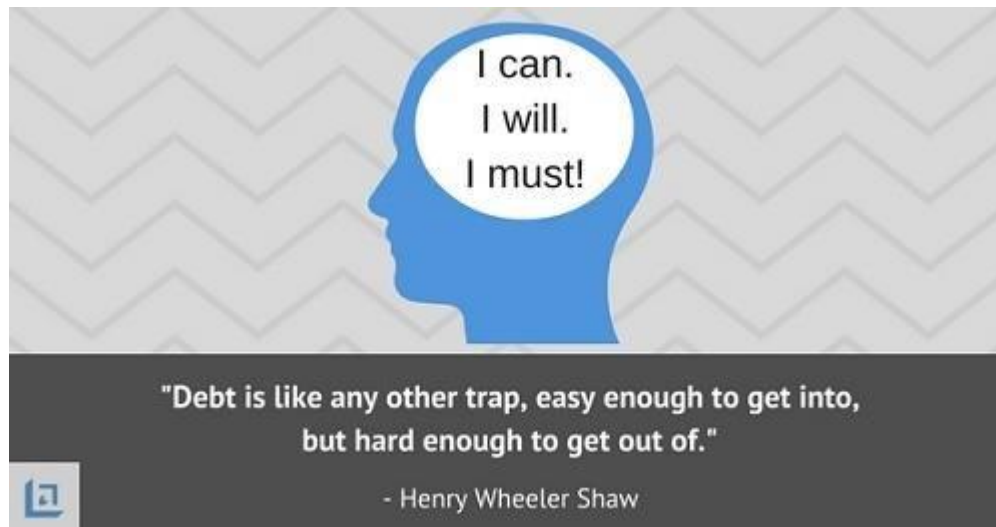
Quit making only the minimum payments on your credit cards. Eliminate cash advance, overdraft, and money transfer fees.

It's time to put a stop to all the nonsense. Go from a life of debt to wealth building and stress-free living. Wouldn't you prefer living a life of personal and financial freedom? Debt relief is achievable if you'll just begin.

Let's get you started right now.

## CHAPTER TWO

### STEP ONE: THE POWER OF “I WILL”



**Debt relief programs that work require the participant to first do one essential thing... Expect Success!**

At Leadership-Tools.com we talk a great deal about Abundance, Prosperity & Success. We know firsthand that the way to demonstrate abundance is to hold it constantly in your mind and never allow anyone, or anything, to keep you from your focus.

**People who successfully manage their money think differently than people who struggle financially. Successful people understand what many people are never taught:**

**"We tend to realize in life what we  
persistently hold in our thoughts  
and what we vigorously struggle toward."  
- Orison Swett Marden**

Too often, debt relief programs promise the moon and deliver very little in terms of results. If this has happened to you, you must not allow yourself to feel defeated. Instead, refuse to let past experiences cloud your optimism for future opportunities.

Don't allow yourself to waste time talking about depressed markets, government bailouts or hard times. This kind of thinking will never help you to move toward financial success.

**Learn to think and talk UP, never down about your financial future.**

Too many people have become chronic grumblers and fault-finders - blaming their inability to pay off credit card debt on everyone but themselves. As long as their negative mindset persists, times are always going to be hard for these folks.

If times were good, these same nay-sayers would never recognize it. Their poor thinking habit will continue to paralyze them, keeping them shackled with low expectations.

To a negative person, the idea of reducing debt feels like a pie-in-the-sky dream that is completely out of reach. They roll their eyes at debt relief programs or any potential solution to their problems. Deep down they need their problems... if they didn't have problems, what would they complain about?

Debt reduction programs worth anything will encourage you to first and foremost deny the idea that you are poor. Being poor is a crippling mindset that requires you to give in to your circumstances and become a victim of your environment.

**Being broke is different than being poor.** Being broke simply means you don't have enough money to do the things you want to do. Being broke is a state of fact. Being poor is a state of mind.

**You can be financially broke without being poor. Always be sure you clearly understand and remember the difference. Perhaps this short excerpt can help:**

"All that a man achieves and all that he fails to achieve is the direct result of his own thoughts.

A man's weakness and strength, purity, and impurity, are his own, and not another man's; they are brought about by himself, and not by another; and they can only be altered by himself, never by another.

His condition is also his own, and not another man's. His suffering and his happiness are evolved from within.

As he thinks, so he is; as he continues to think, so he remains.

A strong man cannot help a weaker unless that weaker is willing to be helped, and even then, the weak man must become strong of himself; he must, by his own efforts, develop the strength which he admires in another.

None but himself can alter his condition."

**- James Allen, Author "As A Man Thinketh"**

Does the above excerpt speak to you? It depicts the kind of thinking that will ensure your future success.

**If you have not yet read, [Prosperity – How To Attract It!](#) we encourage you to add it on your reading list.** The timeless wisdom provided in this one book is priceless and will serve you well as you continue your debt reduction activities.

There are two words in the English language, when spoken together, are the most empowering words you can speak. These words are... **"I Will"**

**Declare right here and now that you are adopting a new path for financial success. Believe it with all your being.**

**Decide today that living from paycheck to paycheck is no longer acceptable; that you will live within your means, pay cash for what you buy, and make full use of the money management tools and resources that you**

**are about to discover so you can conquer your debt and increase your income!**

I am here to tell you... **you CAN do this!** You can take control over your finances and get on a path to living debt free. This is 100% achievable if you are committed to making it happen.

Think of it this way: There is a very big difference between a live fish that makes it upstream despite the powerful rapids and waterfalls that must be navigated and conquered - versus the fish that can't be bothered, who simply gives up and floats downstream to die.

**Every strong, successful man or woman is not the victim of his or her current condition.**

Successful people never wait for more favorable conditions. Instead, they take ownership of what is in the here and now. They say with resolute conviction, "**I WILL CHANGE MY CIRCUMSTANCE!**" They make full use of the resources available.

**Step One is simple... get your mind right-thinking.**

**Declare yourself worthy of a better future, and decide your financial life is going to change for the better – and, that YOU are going to change it.**

If you are still on the fence, wavering from worry, fear or disbelief - consider for a moment how much more satisfaction people get out of life when they are courageous, hopeful, and grateful for every good thing that comes to them.

The fact is you have nothing to lose and everything to gain, but the choice is yours to make.

If you'll simply move forward, one step at a time, I am confident it won't be long before you are making great strides toward reducing credit card debt and paying down loans and lines of credit.

I wish you all the best as you take the leadership role in your financial future.

## CHAPTER THREE

### STEP TWO: GETTING ORGANIZED FOR SUCCESS



**An effective system for managing financial records is highly important to your future success. It's amazing how just being organized can immediately reduce the amount of stress you are feeling about money issues.**

Having a good system in place shortens the road to any important goal. The peace of mind that comes with knowing where all your important records are located goes a long way toward lessening financial anxieties.

**What most people fail to realize is just how much time is wasted when they do not have an orderly financial information system in place.**

Instead, these folks are always searching for that lost receipt; never getting around to balancing their checkbook; or too often grumbling about why they don't have time to do what they know deep down they need to be doing to keep their financial lives in order.

The fact is that it will take some time upfront to get your personal finances in good order. However, the great news is that once you've invested that time to put a solid financial information system in place - you will then reap the many rewards that come from being well organized.


Leadership-Tools.com

Financial Records Categories

**Label Template**

[Category] - [Description]
[Title/Vendor Name]

Bank Statement
[Bank Name]

CreditCard - Visa
[Lender]

CreditCard - Department Store
[Store Name]

Childcare/School
[Care Provider]

Auto Expense
Maintenance/Service

Bank Statement
[Bank Name]

CreditCard - Department Store
[Store Name]

Childcare/School
[School Name]

Auto Expense
Gas/Fuel

Credit Card - Visa
[Lender]

Credit Card - Discover
[Lender]

Credit Card - Department Store
[Store Name]

Finance
Budget

Get Organized!

**Organization in your personal finances provides major benefits. Here are just a few benefits to keep in mind:**

- You will enjoy improved mental health; being better balanced, more poised, with increased optimism.
- You will be able to focus more clearly on important tasks.
- You'll find important data more quickly, instead of losing valuable time hunting down lost information.
- You will decrease expenses and increase net income with greater awareness of your financial status always.
- You will increase your credibility in the minds of those who are witness to your financial situation. I.e., spouse, banker, credit counselor, creditor, etc.
- You will become more efficient as your self-confidence increases.
- Your self-esteem will improve once you begin handling your money as a responsible adult; taking back control over your financial life.

Without a doubt, the benefits to being well organized cannot be overstated. Managing your finances in an organized fashion is not something to be done on a temporary basis, or just until your financial issues are resolved.



**Financial organization is a life skill that should become a habit for a successful life.**

We have created a free financial information system that you can quickly implement to organize all your financial records and other important documents.

Use our financial labels template to quickly free yourself from the stress of clutter and disorganization. Gather together all your financial records, bank statements, loan documents, bills, subscriptions, receipts, etc. Separate all your financial records into piles per key categories.

Next, create customized labels that reflect the titles/categories you desire using our free Excel template.

**Imagine how nice it will be to have your important financial information all in one place, highly organized, and easy to access at any moment.**

Once you have accomplished this task, you are ready to move on to Step Three.

## CHAPTER FOUR

### STEP THREE: LET'S GET SPECIFIC



**Now that you've created a solid record keeping system for your financial documents, the next step is to conduct a full financial inventory - identifying all assets, liabilities, sources of income and expenditures.**

In Step Three, you will complete a Personal Financial Statement.

Our free template provides more than a simple financial statement. We have created a unique format for organizing your financial information, which makes this a more valuable tool - more on that in a minute.

Think of your financial statement as a snap-shot in time. Only at the time you complete the form are the values you write down 100% accurate.

For example, balances in various accounts can change daily so it is important that you update your personal financial statement monthly to track your progress. Each time you update your financial statement, compare it to the prior month to learn if you are moving in the right direction or not.

**The most common obstacle people face in completing this step is...  
DENIAL.**

People simply don't want to admit that their financial troubles are as bad as they really are. These people know deep-down that if they complete the process of accounting for every dime of income and debt, they will finally have to face the truth about their poor spending habits.

**NO MORE DOUBTS, FEARS, WORRY or DENIAL!**

If you want your money problems to change; if you truly want financial help; if you wish to learn effective budgeting guidelines - then it's time to face your fears, right here and right now.

**Now is the time to get clear and specific about your financial condition.**

Once you download the Personal Financial Statement template, you will see exactly what we mean by "getting specific".

**[Enter Name]**  
**Personal Financial Statement - [Enter Date]**

Assets		Value	Gross Monthly Income		Mo.
[Checking Account]		\$0	Income Source #1		\$0
[Savings Account]		\$0	Income Source #2		\$0
[Investment Account]		\$0	Income Source #3		\$0
[401k Account]		\$0	Income Source #4		\$0
[Other Savings]		\$0	Income Source #5		\$0
[Real Estate]		\$0	<b>Total Gross Income</b>		<b>\$0</b>
[Automobile]		\$0	Net Income calculated by subtracting for taxes and fees. Enter tax rate...		
[Personal Property]		\$0	<b>Net Income Less Tax a</b>		<b>30.00%</b>
[Other]		\$0	Income Source #1		\$0
[Other]		\$0	Income Source #2		\$0
[Other]		\$0	Income Source #3		\$0
[Education Fund]		\$0	Income Source #4		\$0
[Wedding Fund]		\$0	Income Source #5		\$0
[Family Vacation Fund]		\$0	<b>Total Net Income</b>		<b>\$0</b>
<b>Total Assets</b>		<b>\$0</b>			

**Liabilities**

Liabilities	Balance	Rate	Contact Ph	Acct #	MoPymt
<b>Home Loan</b>					
[1st Mortgage]	\$0	0.00%	[Phone #]	[Account #]	\$0
[2nd Mortgage]	\$0	0.00%	[Phone #]	[Account #]	\$0
<b>Personal Loans &amp; Lines of Credit</b>					
[Automobile Loan]	\$0	0.00%	[Date]	[Address]	[Phone #] [Account #] \$0
[RV Loan]	\$0	0.00%	[Date]	[Address]	[Phone #] [Account #] \$0
[Unsecured Line of Credit]	\$0	0.00%	[Date]	[Address]	[Phone #] [Account #] \$0
<b>Credit Cards / Store Cards</b>					
[Credit Card #1]	\$0	0.00%	[Date]	[Address]	[Phone #] [Account #] \$0
[Credit Card #2]	\$0	0.00%	[Date]	[Address]	[Phone #] [Account #] \$0
[Credit Card #3]	\$0	0.00%	[Date]	[Address]	[Phone #] [Account #] \$0
[Credit Card #4]	\$0	0.00%	[Date]	[Address]	[Phone #] [Account #] \$0
[Department Store Card #1]	\$0	0.00%	[Date]	[Address]	[Phone #] [Account #] \$0
[Department Store Card #2]	\$0	0.00%	[Date]	[Address]	[Phone #] [Account #] \$0

**Get Specific!**

Our personal financial statement template requires you to fill in a substantial amount of financial data. Yes, this exercise will take some time, but it's well worth the effort so commit yourself to fully completing the form.

Financial information will include:

- Account names
- Addresses
- Phone Numbers
- Terms of Payment & Payment Amounts
- Payment Due Dates

- Interest Rates
- Account Balances
- Account Numbers

**Once you have all the above information on one sheet - you will never again be caught off-guard about detail of your finances.**

Imagine if your identification is stolen. By accessing financial account and contact information immediately you'll be able to quickly call creditors to close and reissue your credit cards and financial accounts and minimize the monetary risk or damage. This benefit alone makes our personal financial statement an invaluable tool.

In addition, there is tremendous value in the confidence you gain, knowing that you are now back in control of your financial destiny.

By taking personal responsibility of your finances, you are immediately increasing your ability to take full advantage of future opportunities as they arise. By having a clear picture of your financial condition, you will be better prepared to make thoughtful decisions regarding our finances.

The purpose of completing a personal financial statement is to arm you with the knowledge you need to better manage your money; to expand your ability to overcome financial challenges, and improve the overall condition of your life.

**Many highly successful people have said that the best thing that ever happened to them was "failing". Somehow these folks took what they learned from their failure and pushed forward to achieve amazing success.**

Unfortunately, many people don't bounce back from a major failure. They get stuck in their self-imposed prisons and continue to let failure punish be an excuse for more of the same.

**The only difference between the successful and unsuccessful man or woman, is the CHOICE they make in how to respond to failure.**

The successful person works to discover why he failed, and then takes a new approach to avoid making the same mistake the next time around. The unsuccessful person wallows in his failure and never works to identify the reasons why he failed.

Being deep in debt represents a failure to properly manage your money, but that does not mean you are a failure. Whether you fail in life or not depends on whether you have decided to quit trying to achieve greater success!

Our personal financial statement tool will help you to identify financial shortcomings and assist you in learning from your past mistakes.

Hopefully, you are getting excited about changing your financial situation and are leaning into the first few steps.

**Stay focused on the goal of conquering your debt and increasing your income. Making this one choice has the potential of changing your life, and the lives of your family members, for years to come.**

Don't allow yourself to become a debt casualty; a miserable debt statistic. Instead, download the free personal financial statement template, complete it fully, and then move on to Step Four.

## CHAPTER FIVE

### STEP FOUR: KNOW YOUR CASH FLOW



**Cash flow statements are used regularly in business to better manage the flow of cash coming in from sales revenue, and cash going out for various expenditures.**

**So why don't we do the same thing when managing our personal finances?**

How often have you been surprised to learn that a bill is due before you get paid? This happens all the time, even for people who live per a monthly budget.

Unforeseen medical bills are a perfect example of unplanned bills. Other unexpected costs occur from a car breaking down, weather damage to a home, a child accidentally throws a ball into a neighbor's window, the dog chews up your best friend's shoe - the list goes on and on.

To manage all costs effectively, the timing of when you receive your paychecks must be accounted for and compared to the timing of when your various bills are due. Some creditors will work with you on the timing and others will not.

Using our daily cash flow tool, you can more easily manage your cash flowing in and out of your bank account.

**In case you are wondering... no, it's not good enough to only complete the personal financial statement. Remember, the personal financial statement is only accurate on day you complete the form, but this cash flow tool accounts for your money daily.**

Using this tool, you can manage your cash flow with confidence, ensuring your bills are never late and that you'll have money available to provide for the basic needs of your household.

Leadership-Tools.com Daily Cash Flow Worksheet - Personal Budget

Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total
Beginning Cash Balance	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	
Cash In (Net Income)																																
Income 1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Income 2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Income 3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Income 4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Income 5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Income 6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Total Cash In	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Available Cash Balance	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	
Cash Out (Fixed Exp)																																
Rent	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Utilities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Food	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Transportation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Insurance	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Debt Payments	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Cash Out (Variable Exp)																																
Entertainment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Travel	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Gifts	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Final Cash Balance	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	

**Know Your Cash Flow!**

Upon downloading the daily cash flow template, use the information you've already collected from the prior step and begin plotting the amount of income and expenditures for the upcoming month.

By writing down all your planned revenue and expenses for the month, you will effectively spend it all on paper first, before ever paying a single dollar out to anyone. This is called "planning for success".

If you completed the personal financial statement in full, the due dates are already known. Simply copy those dates to enter the date that each payment is to be made per your available cash.

If you find yourself running out of cash, before all your bills are paid, identify creditors that will work with you, get on the phone, and negotiate a later due date. Don't be embarrassed to ask for assistance. Be honest and explain your situation. You may be surprised at how many creditors are happy to work with you.

**This is all part of being a responsible adult who is pro-actively managing cash flow – congrats, you're doing it!**

As you begin to direct your money with a clearer purpose - not just once a month, but every single day - you'll begin to feel greater confidence in leading your financial life. It's important that you continue to calculate your cash flow regularly throughout the debt reduction process.

A common benefit of daily cash flow management is that you'll start spending less money overall. Why? Because now you're tuned into the bigger financial picture; you're no longer spending mindlessly.



Now just because you have some extra money, don't go spending it. The money saved should be placed in a savings account or applied toward paying down your debt even more rapidly.

**As we wrap up this chapter, we'd like to share an excerpt from the book *Prosperity – How To Attract It*. This little book was written in 1922 by Orison Swett Marden:**

### **I Am ?**

I am your best friend in time of need. I can do for you what those who love you most are powerless to do without my aid.

I am the oil that smoothes the troubled waters of life. I straighten out difficulties and remove obstacles that will yield to nothing else.

I am a supporter of faith, a spur to ambition, a tonic to aspiration, an invaluable aid to people who are struggling to make their dreams come true.

I give a man a fine sense of independence, a feeling of security in regard to the future, which increases his strength and ability and enables him to work with more vigor and spontaneity.

I am a stepping-stone to better things; a hope builder; an enemy of discouragement, because I take away one of the greatest causes of worry, anxiety, and fear.

I increase self-respect and self-confidence, and give a feeling of comfort and assurance that nothing else can give.

I open the door to many opportunities for self-development and to social and business advancement.

I increase your importance in the world and your power to do good.

I am a shock absorber for the jolts of life, a buffer between you and the rough knocks of the world.

I am one of the most reliable aids in the battle of life, the struggle for independence; ever ready to help you in an emergency - sickness in your family, accident or loss, a crisis in your business - whatever it may be.

### **I AM - A LITTLE READY CASH**

Yes, having regular access to a little ready cash can make all the difference between financial success and a life of financial stress and difficulty.

Posting the above excerpt where you'll see it often, and adding it to your financial planning notes will help to support you as you tackle your debt.

Our daily cash flow template is the perfect tool to ensure that you always have the money you need, when you need it.

**Once you have completed your statement of cash flows for the month, use it in partnership with your primary checking account register to manage your bank account.**

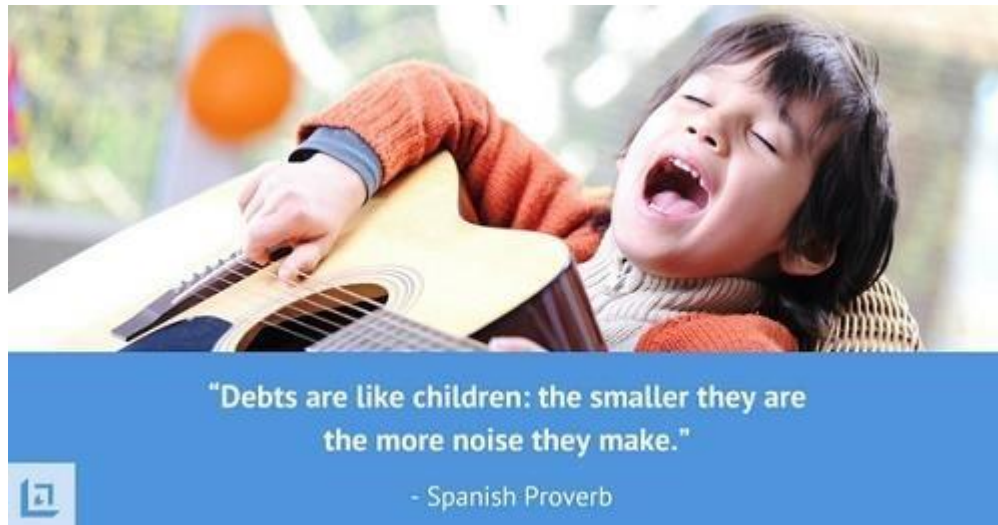
If you refer to these two tools daily, you will notice that they won't always show the same balance of funds.

The difference between the two tools is that your checkbook register will simply show you how much money is currently available to spend. Your cash flow tool, however, goes beyond the here and now, and allows you to see into the future and account for upcoming financial responsibilities.

**When it comes to money, success is in the details. Our daily cash flow tool assists you in managing the details, allowing you to take complete ownership of your financial responsibilities.**

## CHAPTER SIX

### STEP FIVE: STACK YOUR DEBT



**A debt reduction calculator is the perfect tool to assist you in prioritizing which debts to pay off first. Once you have your list of debts prioritized, you'll be ready to attack the list.**

Most folks who are deeply in debt have numerous credit card accounts, most of which carry a balance close to, if not well over the credit limit.

**Every month it becomes a constant worry over how to distribute the limited amount of cash available among all your credit accounts. In this section, we'll show you how to address that worry by taking some very specific action.**

When using a debt reduction calculator, you can run multiple scenarios on how to strategically pay off your debt.

One very effective method is known as "Debt Stacking". It is also known as "The Debt Snowball".

The idea of the debt snowball strategy is simple. First you list your debts in the order that you want to pay them off.

Once the first debt is paid in full, you then apply that payment to the next debt, which enables you to pay the 2nd debt off more quickly.

Next, once the 2nd debt is paid off you again take the total payment and begin applying it to the 3rd debt, and so on. Continue this strategy until all of your debts are paid in full.

**This is a highly effective way to attack your debt.**

A good debt reduction calculator will save you hours of planning time, and quite possibly tens of thousands of dollars in interest payments over the duration of your debt reduction plan.

**The best part about using the debt stacker strategy is that you will most likely pay off all your debt in roughly half the time it would otherwise take.**

When you begin the process of debt stacking, you must choose how you want to prioritize your debts.

**The two most common ways of listing your debts are by:**

- Highest to Lowest Interest Rate
- Lowest to Highest Balance

**Highest Interest Rate First:** This strategy results in the lowest total interest charged on your outstanding balances. However, depending on the balance of your higher interest loans, it may take you longer to see your first loan/debt completely paid off. If the difference in the total interest is not significant, then you will see faster results (and experience greater motivation) from the Lowest Balance First method.

**Lowest Balance First:** This strategy provides the benefit of the snowball effect more quickly because the first debts are the smallest. The main benefit of this approach is the psychological impact of seeing the first debt payoff more quickly since the balance is smaller. The feeling of accomplishment will help to motivate you to continue the process. However, you may pay a bit more total interest.

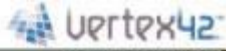
**We recommend stacking your debts according to lowest balance first.** Yes, you might end up paying a little more in interest, but that is a small price to pay for gaining the benefit of paying off your first credit account more quickly.

**The sense of accomplishment you experience will most certainly motivate you to continue your debt reduction journey.**

If you do a quick Google search for a debt reduction calculator you will find many resources available. Some will cost you money, others are free.

The best debt free solution I have found, and the one I wholeheartedly recommend, can be downloaded at no cost.

[Download this free debt reduction calculator](#) from Vertex42.com.

**Debt Reduction Calculator**    
<http://www.vertex42.com/Calculators/debt-reduction-calculator.html> © 2007 Vertex42 LLC

Balance Date:

**Creditor Information Table**

Row	Creditor	Balance	Rate	Payment	Custom
1	Card #1	4,400.00	13.00%	50.00	2
2	Auto Loan #1	3,200.00	9.81%	30.00	1
3	Auto Loan #2	5,000.00	12.00%	55.00	3
4	Card #2	9,000.00	13.50%	110.00	5
5	Student Loan #1	4,900.00	4.00%	25.00	4
6					

**Stack & Attack Debt!**

Monthly Payment   
 Initial Snowball \$

Strategy:

Creditors in Pay-Off Order	Original Balance	Total Interest Paid	Months to Pay Off	Month Paid Off
Card #2	9,000.00	1,744.87	32	Jun-11
Card #1	4,400.00	1,798.64	44	Jun-12
Auto Loan #2	5,000.00	2,414.68	55	May-13
Auto Loan #1	3,200.00	1,467.30	62	Dec-13
Student Loan #1	4,900.00	1,011.94	70	Aug-14
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
<b>Total Interest Paid:</b>		<b>8,437.43</b>	(Lower is Better)	

The above download is very easy to use. Just be sure to take some time upfront to read the help instructions to ensure accuracy.

**No matter what tool you use, or how you decided to prioritize your debt, the main point is to adopt a strategy that you are comfortable with. The very fact that you will have a debt reduction plan puts you ahead of most people carrying debt.**

Hopefully by now you are beginning to feel the true power that comes from implementing these simple, yet highly effective, debt management strategies.

In Step Six, we'll continue to fine-tune your financial prowess by creating a master budget.

## CHAPTER SEVEN

### STEP SIX: BUDGET TO ATTACK YOUR DEBT



**In this section, we'll introduce you to our free budget spreadsheet, which assists you in accounting for all your monthly expenditures such as food, utilities, and other household related costs.**

In the prior chapter, you stacked your debt. Now we are going to attack the entire budget.

Our household budget worksheet is quite detailed in its approach. We have provided specific budget categories for you to track your monthly income and expenses.

Categories listed are consistent with those shown in our other tools. However, you maintain the flexibility of changing the categories to fit your personal preferences.

**This monthly budget template was created to encourage you to compare your budgeted amount in each category to your actual spending. Tracking the actual costs compared to a pre-planned budget provides the insight required to take full ownership of your personal finances.**

Your new household budget spreadsheet, or personal budget planner as some people prefer to call it, is a critical tool in your new financial arsenal.

You are encouraged to take the time necessary for budgeting every line item on a monthly basis.



**The great news here is much of the hard work is already done.**

This step won't take very long to complete since you already have most of the data at your fingertips from completing your personal financial statement during Step Three.

However, be sure to double check the numbers just to ensure that your budget is reasonable and achievable.



**Leadership-Tools.com**

**[Last Name] Family**  
 Household Budget - [00/00/0000]

Monthly Net Income	Budget	Actual	Diff.
Income #1	\$0	\$0	\$0
Income #2	\$0	\$0	\$0
Income #3	\$0	\$0	\$0
Income #4	\$0	\$0	\$0
Income #5	\$0	\$0	\$0
<b>Total Monthly Net Income</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Budget Notes			

Total Expense by Category	Budget	Actual	Diff.
Home Loan / Rent	\$0	\$0	\$0
Personal Loans & Creditlines	\$0	\$0	\$0
Credit Cards	\$0	\$0	\$0
Auto Expense	\$0	\$0	\$0
Insurance Expense	\$0	\$0	\$0
Utilities	\$0	\$0	\$0
Childcare / Schools	\$0	\$0	\$0
Clubs & Subscriptions	\$0	\$0	\$0
Household Expenses	\$0	\$0	\$0
Auto Save	\$0	\$0	\$0
Other	\$0	\$0	\$0
<b>Total Monthly Expense</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>+/- Difference</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Insurance Expense	Budget	Actual	Diff.
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
	\$0	\$0	\$0
<b>Subtotal</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Utilities Expense	Budget	Actual	Diff.
Phone w/DSL	\$0	\$0	\$0
Wireless Phone	\$0	\$0	\$0
Electric	\$0	\$0	\$0
Garbage	\$0	\$0	\$0
Cable	\$0	\$0	\$0
Natural Gas	\$0	\$0	\$0
Water	\$0	\$0	\$0
Other	\$0	\$0	\$0
<b>Subtotal</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Expense Category Details			
<b>Home Loan / Rent</b>			
[1st Mortgage]	\$0	\$0	\$0
<b>Childcare/School Expe</b>			
Childcare	\$0	\$0	\$0

**Steady Progress  
Leads to Prosperity!**

Using our household budget tool, you now possess the means of planning in advance an entire month of finances.

Don't make the mistake of underestimating the value of this tool. By tracking all revenue and expenses to a monthly budget, you will greatly increase your chance of paying off your debt and begin building financial wealth.

**EXPECT SUCCESS** - Perhaps this excerpt from "Prosperity - How to Attract It!" will help...



### **As A Man Expecteth, So Is He**

We never can get more out of ourselves than we expect. If we expect large things, if we hold the large mental attitude toward our work, toward our life, we shall get much greater results than if we depreciate ourselves, and only look for little things.

The habit of expecting great things of ourselves calls out the best that is in us.

No one can become prosperous while he really expects, or half expects, to remain poor. We tend to get what we expect and to expect little is to get little.

We ask little things, we expect little things, and thus we limit our supply.

There is a tremendous power in the habit of anticipating good things, of believing that we shall realize our ambition; that our dreams will come true.

Multitudes question their success at the very outset by anticipating bad things, expecting that they are going to fail, that their dreams will never be realized.

The difference between what two people get out of life, what they accomplish, and what they represent to others, depends upon the difference in what they expect of themselves.

Excerpt from: *Prosperity - How to Attract It!*

The above message provides true wisdom – words to motivate and encourage you to achieve your financial goals.

In addition to providing the necessary financial tools and resources, we wish to share inspiring words that will continue to motivate you to continue your quest to becoming debt free.

**Okay, let's get back to business. Now before you begin completing your financial budget, read the following instructions:**

1. **Define Your Budget** - view your household budget spreadsheet as your personal plan to improve your financial life. Don't look at it as a task you must endure. Your mind-set is critical to your success.
2. **Know the Purpose of Your Budget** - the main purpose of using a budgeting tool is to ensure that every month you live within your means. If you don't feel like you have enough money, your best option is to pay down your debt and make more money. During this course, you will learn how to do both.
3. **Be Knowledgeable About Your Money** - the importance of knowing precisely where your money is coming from and where it is going cannot be overstated. Knowledge is power. By being fully knowledgeable about your money you will more easily and more consistently make better money decisions.
4. **Be Consistent in How You Organize** - in Step Two you organized your financial documents, and you should be sure you organize your budget in a very similar way. Doing this will make managing your financial affairs much simpler.
5. **Be Aggressive, But Realistic** - while you want to use the budget worksheet to support attacking your debt, you also want to make certain you live within your means. Pay down your debt as aggressively as possible, but stay focused on meeting all your obligations each month. Check yourself regularly by comparing your budget to your cash flow statement and your debt stacker plan.
6. **Spend Every Dollar on Paper First** - the budget spreadsheet allows you to give every dollar that comes in a specific job. Decide the purpose of every dollar before it's ever spent. Spend your money on paper first – that is the goal of budgeting. As the old saying goes, *"First plan your work, then work your plan."*
7. **If You Slip Up, Get Back Up** - don't allow a mis-step to be an excuse for quitting. If you mess up and do not meet your budget the first month, figure out what happened, adjust your budget, and restart for the next month. You can't fail - unless you quit.

At first you might view the budgeting process as too simplistic, but keep in mind that you wouldn't be reading this if you didn't need to make some changes. You will discover a renewed confidence and peace of mind if you follow the steps as they are outlined.

In Step Seven we'll provide another proven strategy that shows you how to ensure you never overspend – just one more arrow in your financial quiver to help you be successful.

## CHAPTER EIGHT

### STEP SEVEN: CASH CREATES CLARITY



**Cash budget items include those expenditures that are easily paid for in cash. Budget categories such as Gas, Groceries, Clothing and Entertainment are all areas of your budget where cash can easily be used for purchases.**

In the prior chapter you used our budget template to create your monthly household budget. Most people would stop there and believe they had done all they could to ensure they would live within their means.

However, there is still more to be done to ensure that you are successful at staying within the bounds of your monthly budget.

For over a century, successful money managers have used **The Cash Budget Envelope System** to their advantage.

The cash envelope system is simple and easy to use. First, you identify the categories within your budget spreadsheet that can be easily paid for using cash.

**CASH (a tangible item of value that can be seen and held) is typically harder for people to part with - as opposed to quickly swiping a thin piece of plastic to make a purchase.**

Once you've identified your cash categories, determine how much money you will assign to each category and then place that exact amount of cash into separate envelopes.

**We are providing a free Cash Budget Envelope System template to help keep you organized.**

[illegible]

**After printing off the desired number of cash envelope templates, simply staple, glue or tape the template to the back of each cash envelope.**

You can use a regular white envelope, or go to your bank and ask for a few extra Drive Up cash envelopes.

Write the total amount of budgeted cash at the top of each template. As you make a purchase, keep a running total of how much cash is being spent.

Envelope budgeting is a proven strategy that will keep you focused on the true value of the purchases you want to make. As you watch the cash diminish in each envelope over the course of the month, you will be constantly reminded of how much cash you are spending and how much cash is remaining until the next payday.

Over time, you will begin to challenge yourself to see how much cash you can have left over at the end of the month. When this happens, use a small amount of cash to reward yourself for a job well done.

Next, take the bulk of the remaining cash and apply it toward your debt reduction program.



**Cash budget envelope categories might include the following:**

- Birthday Gifts
- Gas
- Entertainment
- Charity/Donations
- Clothing
- Groceries
- Mad Money

The more you plan to pay using cash the better. However, we suggest that you keep the number of envelopes to a manageable amount. We recommend using no more than five cash envelopes to begin with.

**At first, using the cash budget envelope system might seem awkward. You may feel that it takes more time and is more work. That may be true, at first. However, once you get into a habit of managing your cash using this system you will realize the value that the process brings to your financial life.**

Using cash provides another key benefit. As you use the cash envelope system you'll acquire an increased respect for money.

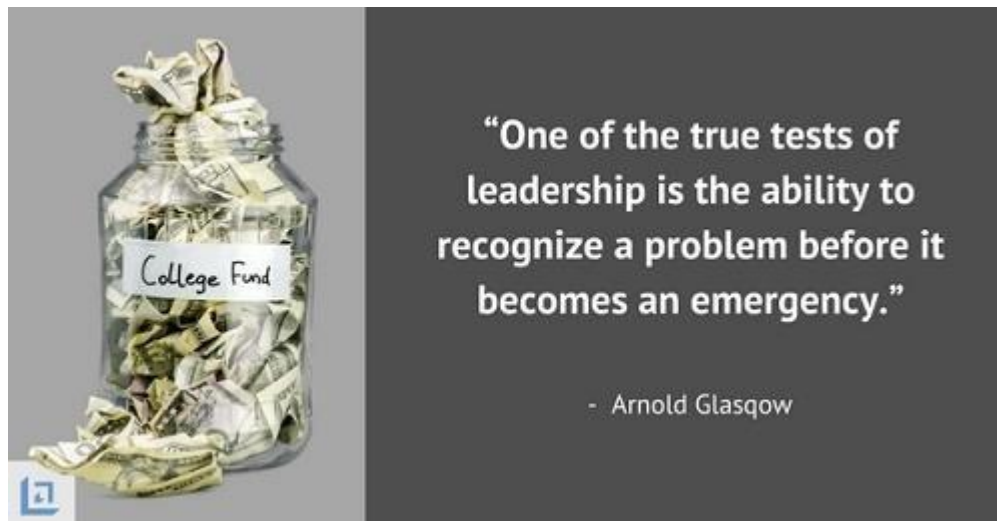
There is something about seeing the cash; holding it in your hands; entering each purchase on the envelope and seeing that balance decrease that provides a greater appreciation for those hard-earned dollars.

An envelope budget system is just one more tool that you now have at your disposal. Try it out for the next 3-4 months, realizing that it will take at least a month or two before it begins to feel comfortable. Then you can decide if you want to continue the cash envelope system or not.

At the same time, get ready for Step Eight as we begin the important process of planning for the unexpected.

## CHAPTER NINE

### STEP EIGHT: EXPECT THE UNEXPECTED



**An emergency funding crisis will happen at some point in your future. An unexpected financial issue will occur and you must be ready for anything that might come your way.**

**You must start saving an emergency fund today.**

The main challenge you'll face as you go through the *10 Steps to Conquer Debt* is being able to meet your budget goals while still managing successfully in an emergency.

In the spirit of being a financially responsible adult, you must understand that it is your duty to be prepared to ensure financial security of your household, which includes being able to meet obligations during a financial crisis.

**"For old age and future want, save while you may;  
as no morning sun will last the whole day." -  
*Benjamin Franklin***

Having money in a reserve account will not only add security to your life, it will also increase your confidence and lessen any stress you may be feeling related



to your finances. Emergency cash assistance from others will not be necessary if you prepare now, before the crisis hits.

The fact is that we never can tell when illness, accident or tragedy may impair our ability to meet our budgetary obligations. At some point an emergency will occur - will you be ready to meet this challenge?

**The main message in this step is to save and set aside at least \$1,000 for future emergency funding.**

It is a sad fact that millions of well-meaning people miss countless opportunities in life because they fail to plan for future events.

When faced with an emergency spending situation, they are simply not prepared to meet their financial responsibilities. Their emergency fund is either not large enough or non-existent.



The person who saves for unexpected emergencies is insuring against all sorts of misfortunes which may come his way. He is building around his home a wall of protection that could mean the difference between ongoing prosperity or financial ruin.

**The moment you begin to save in a systematic way, you'll begin to appreciate the true value of money. You'll possess a larger view of your financial possibilities. Optimism will take the place of doubt.**

The act of saving for emergency funding demonstrates that you are a thoughtful and responsible adult. Nothing makes a person more independent as having cash on hand.

Now, the obvious question is, "Where do I get the extra emergency money?"

**Here are just a few proven ways to identify sources of money for emergency financial assistance:**

**Review Phone Bill** - Cancel any extra services that you can do without, such as call waiting, caller ID, call forwarding and three-way calling. Do the same with your cell phone. Eliminate all luxury options.

**Pay Using Cash** - As we discussed in the prior step, paying with cash can save you money by increasing your awareness of the value of the money you are spending. Don't use plastic to pay for anything unless it's absolutely necessary.

**Organize Home & Garage** - Hold a yard sale! Items you have not used in years can quickly bring some emergency cash to your wallet. Stash the cash - it may come in very handy even sooner than you might expect.

**Review Insurance Plans** - Consider increasing your deductibles to lower your premium costs. Save the difference. Consult with a knowledgeable insurance agent and let him/her know what you are trying to accomplish. Also, be sure to compare plans with other agencies to ensure you get the best deal.

**Stop Smoking/Chewing!** - If you are a smoker or chew tobacco, you know you need to quit. Add up the amount of money you've spent during the past year. What do you have to show for it aside from a darker lung, a hacking cough, and an increased chance of dying too early? Use this information as an incentive to quit and save a lot of money very quickly.

**Round Up Every Purchase** - This is perhaps one of the most effective options to increase emergency funding. If you buy an item for \$4.25, enter it in your check register as \$5.00. Do this with every purchase. At the end of the month take the extra cash in your checking account and deposit it into your emergency fund account.

The above suggestions are just a few great ideas to consider as you create your emergency funding plan. You should also make sure of the other free resources available on our website:

[66 Ways to Save](#)

[Saving Fitness: A Guide to Your Money and Your Financial Future](#)

## CHAPTER TEN

### STEP NINE: AUTOMATE TO ELIMINATE DEBT



**Electronic bill payments, automatic savings, deductions from your paycheck and online financial software can all provide new efficiencies to your personal finances.**

In each of prior steps, you have been introduced to new tools and resources that teach you how to better manage your finances and reduce your debt.

It's important that you use each of the tools we've provided thus far (*i.e. record labels, personal financial statement, daily cash flow statement, household budget and cash envelope template*) to fully grasp the concepts and develop the financial expertise that is necessary to be successful.

Once you have mastered those tools, begin seeking new ways to streamline your personal finances. Today's technology can help you to achieve amazing results and it would be a mistake not to take advantage of the efficiencies technology can provide.

**"There are two ways of paying debt more quickly:  
Increase production through greater efficiency,  
and increase thrift to lessen expenditures." -  
*Based on quote by Carlyle***

**Consider using the following options for automating your financial tasks and priorities:**

- **Electronic Bill Payments** - Stop paying your bills using a check. Save the time and hassle, and the costly stamps. Sign up for a Bill Payment service with your Bank. Some banks offer bill payment services free to their customers, so shop around.
- **401k, Retirement Savings** - Save money pre-tax by having some percentage of your income automatically deducted from your paycheck and deposited into your retirement account of choice. If your employer does not offer a retirement saving plan, research online options or make an appointment to meet with an investment representative.
- **Checking w/Auto Save** - One of the new trends in banking is to provide clients with an automated savings option when they open a checking account. For example, Bank of America has received great reviews on its "Keep the Change" program, which automatically rounds up all purchases to the next whole dollar. The extra change is deposited into a savings account. This method was mentioned in Step Seven, but required you to do it yourself using your checkbook register. Banks are getting more creative so be sure to shop Banks to see what they can offer to support increased savings.
- **Online Banking** - In addition to offering electronic bill payments, online banking provides the ability to automatically categorize your income and expenses, creates monthly reports, online check payment services - and some banks allow you to schedule automatic reminders.
- **Electronic Statements** - Most utility companies now offer customers the option of going paperless. Stop the flood of paper statements. Instead, access statements online. You can also sign up for monthly electronic bill payments with your utility companies.
- **Create Multiple Sources of Passive Income** - More details on this during Step Ten.

Just think about how much time you can save once you have automated much of your monthly financial tasks. Add up how much time and money you will save in a year by making electronic bill payments - stamps will only continue to rise in cost.

By automating the flow of your money, you will also reduce the amount of stress you feel over financial matters. You won't feel guilty for not saving enough because you know it's already taken off the top - Pre-Tax.

Now that's a smart use of your money.

**If you're not sure where to start, go to your local Bank and ask them to educate you about online banking, electronic bill payments, automatic deductions, etc.**

Your Banker should be very knowledgeable about these matters - if not, then you need to find another Bank that can better serve your needs.



**Surround yourself with knowledgeable professionals. These folks should be focused on your needs. Don't let them just sell you anything. Make sure you understand each product and service - then you decide.**

For instance, it shouldn't cost a hefty fee for electronic bill payments. The Bank saves money when you use online bill payment services because they no longer must process the paper checks - so the fee should be small - small enough to be much less than the cost of stamps for the month.

**Take time to do the math.**

The more you educate yourself about financial automation options, the more time you'll have available to focus on the more exciting parts of our program. Like how to make more money!

### **Where Are Your Best Chances?**

In concentrating on one unwavering aim.

In taking the time and trouble to put all you've got into achieving your goal.

In doing the important things with force and originality, not simply hope and dream they will happen.

In committing to high ideals, while also being willing to sacrifice in order to live up to them.

In never allowing doubt to creep into your mind when obstacles arise. There is no smooth road to success.

In being able to conquer fear, maintain faith in God and confidence in yourself - always.

In having the instinct to minimize difficulties in order to quickly go on with overcoming them.

In continually expecting great things of yourself and being willing to make extreme efforts to realize your goals.

In knowing that despite any poor or tragic circumstance, every man, woman and child has within them the possibility of a grand and prosperous life.

In clearly understanding the motto:

**"I will be, what I WILL myself to be."**

Excerpt from *Success Nuggets*, by O.S. Marden

**Pay special attention to the last line of the above excerpt.** It drives home the important point that our success depends solely on the choices we make - not the choices of others.

Your financial choices alone will determine your financial future.

## CHAPTER ELEVEN

### STEP TEN: CREATE NEW INCOME

(A Step-by-Step Action Guide)



**Going from debt to wealth takes time and hard work - there is simply no way of getting around it.**

However, if you'll adopt the prior nine steps, you'll significantly lessen the time it will take to greatly improve your financial future. The 10<sup>th</sup> and final step can effectively turbo-charge your debt reduction plan.

**Listen up – now is when you must open your mind to great possibilities, thinking bigger and more broadly to pursue a prosperous new life.**

Eliminating your debt is one of the greatest gifts you can ever give yourself, and your entire household. However, being free of debt can be just the beginning of even greater things to come.

Ask yourself, **"How would my life change if I was able to double my income in the next 2 years?"** Think how quickly you could pay off your debt!

Allow yourself to imagine being 100% debt free - and then, think about how all your current fears and worries could be replaced with exciting options and opportunities.

There is no hidden secret to making more money. You could go out and get a second or third part-time job and immediately increase your income (and if that's what you need to do for immediate results, then you should seriously think about doing it for a period of time), or you could sell all your junk on eBay or hold a yard

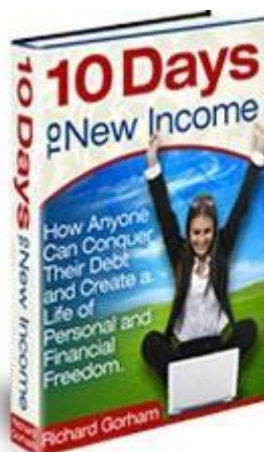


sale for some quick cash (not a bad idea either), or you could ask your current employer for a raise or some additional overtime (it can't hurt to ask, but be prepared to make a solid case). These options are just a few real solutions to consider for quickly improving your cash flow.

The truth is you only have so many hours in a day and you can only work 16-hour days for a finite length of time before you'll find yourself totally burned out. There is only so much junk to sell before it's all gone, right?

**So, the question becomes, "How do I create long-lasting sources of new income that will take me from a life of too much debt, to increased wealth?"**

This is exactly what I will share with you in the companion eBook: **10 Days to New Income**, a proven solution for creating new streams of income in your spare hours. As a subscriber to our newsletter, the eBook is available in our free tools library.



I spent over a year writing *10 Days to New Income*. The book is based on the real experiences of literally thousands of people who possess a wide variety of skills, knowledge, and special interests.

These people have improved their financial life by creating high-value websites on subjects that they are truly passionate about... and you can do the same.

If you've been impressed with the quality of the free materials thus far, I'm certain you'll be thrilled with the value and insights provided in *10 Days to New Income*.

**If you're ready to raise the bar, turbo-charge your debt reduction program, and build long-lasting wealth - then you need to read the book.**

Again, the book is free to access, when you are a subscriber of [The Leadership Tools Newsletter](#).

### Does An Education Pay?

Does it pay to learn how to make life a glory instead of a grind?

Does it pay to know how to open the doors of opportunity a little wider, and make a narrow life broader?

Does it pay to push one's horizon farther out, in order to get a wider outlook and a clearer vision of all that is possible?

Does it pay to trade a focused effort for the experience of realizing your inner powers are unfolding?

Does it pay to discover how to take the dry, dreary, drudgery out of life?

Does it pay to prepare oneself for a limitless financial future?

Does it pay to associate oneself with higher-thinking people, who have been where you are, and who are willing to share what they know?

Does it pay to have one's mentality stirred by his or her true passion; to feel the energy of growth and enlightenment, the indescribable satisfaction that comes from incremental improvement?

Does it pay to have expert advice and training, to learn the financial ideals unknown to the masses during their most critical years of life?

Your financial education is worth exponentially more than the time it will take you to read *10 Days to New Income*. We encourage you to leverage the information shared in both books to radically improve your financial life. We wish you all the best of success.

THE END

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