

10 Steps TO Conquer Debt

Experience
The Joy Of
Living Debt
Free!

Richard Gorham

10 STEPS TO CONQUER DEBT

By

RICHARD GORHAM

*EXPERIENCE THE JOY
OF LIVING DEBT FREE!*

Written by Richard Gorham

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INTRODUCTION by RICHARD GORHAM:

Hello and thank you for your interest. 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 only because what I'm about to share with you is exactly what I did in order to accomplish those same goals.

As a result of following this specific ten step plan, my wife and I have changed our 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, our friends and neighbors, or from the mass advertising that bombards our TV, radio, newspapers and magazines – which constantly is screaming at us to “Buy – using five EASY payments!” While the buying is made “easy” for us, the “paying” quickly becomes very difficult.

In this ebook, [10 Steps to Conquer Debt](#), I will take you by the hand, provide you free tools and resources, and explain the truth about debt in a way that I believe will make a great deal of sense to you. Finally, I'll introduce you to a program that provides information on how to create new income for your household.

While to some this may sound too good to be true, I assure you that you can still achieve your dreams and do so while paying CASH.

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



Real financial freedom! Debt relief that is permanent - is achievable! You can do it, and we will provide you with the knowledge and the tools that you need to be successful - at no cost.

We've found that one of the best ways to inspire our readers and to keep you motivated to work your debt reduction plan – and identifying new ways to earn additional income - 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 truly 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 work the plan.

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

So let's begin started on your journey toward financial freedom. Debt relief - better yet, debt elimination - is essential to your financial health - and you'll learn how you do it in:

10 Steps to Conquer Debt

Step

1

The Power of "I Will" - The decisions we make truly shape our destiny. If you are in debt it is because of the decisions you have been making up until now. If you want financial freedom, debt relief should be your goal. To get out of debt, it's time to make some better decisions - starting now! Have you finally had enough? **Are you ready to take ownership of your financial future?** Knowing how to leverage the two most powerful words in the English language will allow you to more easily overcome the challenges that you are facing as a result of the debt you've accumulated.

Step

2

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've been living with will be dramatically reduced. **We provide you with a clear plan to organize your financial records.** You'll feel like you can finally breathe again.

Step

3

Let's Get Specific!" - Get 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 have a true picture of your financial condition.** For better or worse, it's imperative that you shine a light on your debt and "get it all down on paper". Don't put this off, it's critical in order to achieve real freedom. Debt relief is just around the corner.

Step

4

You Must Know Your Cash Flow - No more overdraft fees or late notices! **Using our Daily Cash Flow Tool, you'll never again be surprised to learn that a bill is due before the next paycheck is received.** Understanding how your money flows from day-to-day is essential to being a responsible money manager.

Step

5

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

6

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 achievable.

Step

7

CASH Creates Clarity - Plastic doesn't mean as much to people as CASH. For some reason, cash is more highly valued when you can feel it and see it in your hand. As a result, cash is harder to spend. While you may not even blink when swiping a credit card, you tend to feel the pain when handing over cold hard CASH. Use this force to your advantage. **We will show you how to create a simple cash budget envelope system!** More Cash = More Freedom. Debt relief occurs more quickly when you stick to using cash.

Step

8

Expect the Unexpected - STUFF Happens. LIFE happens. The unexpected WILL happen. Therefore, you must plan for the unexpected. It's not a matter of IF a crisis will occur; it's only a matter of WHEN. Saving a small

emergency fund will provide you with the insurance you need to be able to remain focused on your debt elimination program. You should set aside a little bit of cash for a rainy day, because it's bound to rain eventually and you must be prepared to ride out the storm.

Step

9

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. **Use that extra time to create new ways of increasing your income.** More money leads to financial freedom. Debt relief occurs more quickly when your income increases.

Step

10

Create New Income - With a solid plan in place to conquer your debt, now it's time to focus on the income side of your financial equation. This is the FUN part! Learn how to increase your income by making better use of your spare hours. Most debt relief programs never get around to talking about increasing your income. Discover exactly what you need to 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. Come aboard! I'll show you exactly how I did it.

Each step takes you one step closer to financial freedom. Debt relief programs often tell you what you should do, but they should. They don't always provide you with the quality tools you need to feel like you're back in total control of your finances. Here you'll receive the financial tools you need to know without a doubt that you are once again in the driver's seat as you work to rebuild your financial future.

Our program is simple - 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 relief is available through the 10 Steps to Conquer Debt program. Stop arguing with your spouse over money. Quit making only the minimum payments on your credit cards. Eliminate cash advance and balance transfer fees!

It's time to put a stop to all of 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.

Best of all, most of the tools and resources mentioned in our financial freedom debt relief program are FREE!

So get started now.

CHAPTER TWO

STEP ONE: THE POWER OF "I WILL!"

**"Debt is like any other trap,
easy enough to get into,
but hard enough to get out of.**

- Henry Wheeler Shaw



Right-Thinking

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

If you don't know this by now, at Debt-to-Income.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 manage their money successfully admit that they "think" themselves away from lesser means every day. Their mindset is different from people who are barely scraping by. Successfully people understand what most other folks have never been 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 never allow yourself to dwell on the dark side of things. 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 future.

Too many people have become chronic grumblers and fault-finders - blaming their inability to pay off credit card debt on everyone but themselves. Times are always going to be hard for these folks.

If times were good, these nay-sayers would never recognize it. Their poor-thinking habit keeps them shackled with low expectations.

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. They NEED their problems... if they didn't have problems, what would they complain about?

Debt relief programs worth anything will encourage you to first and foremost deny the theory 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, not 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 is this kind of thinking that will ensure your future success. **If you have not yet downloaded our free gift, [Prosperity - How To Attract It!](#) - do so now.** The timeless wisdom provided in this one book is priceless and will serve you well as you continue your debt-to-income transition.

Loan payoff and credit card debt solutions do exist, but it requires you to take action. There are two words in the English language, when spoken together, that are the most powerful words you can speak. These words are... **"I Will!"**

Declare right here and now that you have adopted 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 - to 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 in spite of 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 current condition. Successful people never wait for more favorable conditions. Instead, they take ownership of what is in the here and now. They say the words **"I WILL CHANGE MY CIRCUMSTANCE!"** with resolute conviction... and they make full use of the resources available to them.

Unlike the majority of high priced debt relief programs, we offer you a quality debt relief solution that guides you step by step toward a brighter financial future.

Step One is simple... get your mind right-thinking. DECLARE your right to a better future, and DECIDE your financial life is going to change for the better - and that YOU are going to change it. Next, complete the other 9 Steps.

If you are still on the fence, wavering from worry, fear or disbelief - consider for a moment how much more people get out of life who are always courageous, hopeful, always grateful for every good thing that comes to them, and who have a great faith in the honesty of others reaching out to help them - vs - those who remain pessimistic, negative and distrustful.

The fact is you have nothing to lose and everything to gain, but the choice is yours alone to make. Unlike most debt relief programs, this one is FREE. Consider it another free gift from me to you.

Go one step at a time and I am confident it won't be long before you are making great strides to reduce credit card debt and pay down loans and lines of credit.

Hopefully, you are realizing that this program is very different from most debt relief programs. I wish you all the best in your debt to income journey.

CHAPTER THREE

STEP TWO: GET REAL-LY ORGANIZED!

**“Before borrowing money from a friend,
decide which you need most -
the money, or your friend.”**

- American Proverb



A solid financial information system is highly important to your future financial success. You will be amazed at how being organized will reduce the amount of stress you are feeling about money issues.

Having a good system in place shortens the road to any important goal. Plus, the peace of mind that comes with knowing where all your important records are located will relieve a thousand and one 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 finance information in good order. However, the good news is that once you've invested that time upfront to put a solid financial information system in place - you will then reap the many rewards that come from being well organized.

Organization in personal finance management provides major benefits. Here are just a few to keep in mind:

- You will enjoy being better balanced, better poised mentally, and more optimistic.
- You will clear the mind of cobwebs, leaving you more focused on more important tasks.
- You will enable you to find all important data immediately instead of losing valuable time hunting down lost information.
- You will decrease your expenses and increase net income because you will be more aware of your current status at all times.
- You will increase your credibility in the minds of those who are witness to your financial situation.
- You will increase your efficiency, because it will increase your self-confidence.
- You will increase your self-respect in regards to handling your money as a responsible adult.
- You will increase the amount of time available to do more of the things your love to do.

Yes, the benefits to being organized are great no matter what your current financial status may be. Best of all, this not just something you do for temporary financial help. This system will change the way you manage your financial life.

Particularly if you are in the process of working yourself out of debt, getting yourself organized now is critically important.

Organization is so important that we are providing you with a free financial information system at no cost that you can quickly implement to organize all financial and other important documents.

Use our financial labels template to quickly free yourself from the stress of clutter and disorganization. Gather all your financial statement forms and records, bills, receipts, etc. together and begin separating them into piles according to categories.

Next, simply customize the labels to reflect the titles 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 a moments notice.

Once you have accomplished this task, you will be well prepared to move on to Step Three.

Let's face it, completing a budget form is relatively simple if you have easy access to all the required data. This is why you first created your financial record file labels in the prior step. Now all your financial documents should be categorized and filed accordingly. Going forward, anytime you need to refer to a particular document, you will know exactly where to locate it.

In Step Three, you will complete a Personal Financial Statement. Our free budget planner is actually more than a simple financial statement. We have created a unique format to organize your financial information that 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 moment in time when you complete the form are the values you write down 100% accurate.

Not surprisingly, the balances in various accounts will change regularly so it is important that you update your personal financial statement monthly to track your progress for budgeting money effectively. Each time you update our free budget planner, compare it to the prior statement you completed to learn if you are moving in the right direction or not.

The most common obstacle people face in completing this step is... DENIAL. They 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 this process of accounting for every dime of income and debt, they will have to finally face the truth about their poor spending habits.

NO MORE DOUBTS, FEARS, WORRY or CLAIMS OF DENIAL! If you want your money problems to change; if you truly want budgeting help; if you wish to learn effective budgeting guidelines - then it's time you face your obstacles, right here and right now. Now is the time to get crystal clear and specific.

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

Our free budget planner requires you to fill in a substantial amount of financial data. Your financial information will include:

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

- Account Numbers

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

Furthermore, imagine if your identification was stolen. By accessing financial account and contact information immediately you'll be able to quickly close your financial accounts and minimize the monetary damage. This benefit alone makes our free budget planner an invaluable tool.

In addition, the value you receive from the confidence gained - knowing that you are back in control of your financial destiny - cannot be overstated. Yes, this will take some time and effort on your part, but the rewards are huge.

By taking personal responsibility of your finances you are immediately increasing your ability to take full advantage of future opportunities as they arise.

In effect, by having a clear picture of your financial condition - you will be better prepared to begin planning how to conquer your debt.

The purpose of our free budget planner is nothing short of expanding your ability to overcome your financial challenges and improve the 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 to continue on to achieve amazing success.

Unfortunately, most people do not bounce back from a major failure. They continue to let failure punish them for years to come. The only difference between the successful and unsuccessful man or woman, and the ... is a CHOICE made after failing.

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

Being deep in debt is a personal failing, but that does NOT mean you are destined to fail. Whether you fail in life or not depends on whether you have decided to quit trying to achieve greater success! The free budget planner is a tool you can use to learn from your past mistakes.

Hopefully, you have already chosen to continue on this journey of conquering your debt and increasing your income. This one choice has the potential of changing your life, and the lives of your family members, for years to come.

Don't become a debt casualty, a miserable debt statistic. Instead, rise up! Download the free budget planner, complete it fully, and then move on to Step Four.

CHAPTER FIVE

KNOW YOUR CASH FLOW!

“The safest way to double your money is to fold it over and put it in your pocket.

- Kin Hubbard

The image shows a screenshot of a spreadsheet titled "Monthly Cash Flow Worksheet - Personal Budget". The spreadsheet is organized into columns for each month of the year (January through December) and rows for various financial categories. A prominent yellow callout box with a green border is overlaid on the center of the spreadsheet, containing the text "You Must Know Your Daily Cash Flow!" in blue and black text. The spreadsheet includes sections for "Income", "Expenses", and "Savings", with sub-sections for "Fixed Expenses", "Variable Expenses", and "Discretionary Expenses". The "Income" section includes "Salary", "Dividends", and "Other Income". The "Expenses" section includes "Rent", "Utilities", "Food", "Transportation", "Entertainment", "Healthcare", "Education", "Insurance", "Taxes", and "Savings". The "Savings" section includes "Emergency Fund", "Retirement", and "Other Savings". The spreadsheet also includes a "Total Cash Flow" row at the bottom, which shows the net cash flow for each month and the year-to-date total.

Most sample cash flow statement tools are created for businesses to better manage the flow of money coming in through sales revenue, and cash going out in 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 according to a monthly budget.

How that this be, you ask? The "timing" of when you receive your paychecks must be accounted for and compared to the timing of when your various bills are due.

Using our one-of-a-kind sample cash flow statement tool you can easily manage cash flow.

It's simply not good enough to only complete a personal financial statement.

You need to take it a step further and manage your cash flow so that your bills are never late and you have money available to provide for the basic needs of your household.

Upon downloading the sample cash flow statement 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.

You will be in effect, "spending it all on paper" before ever spending a single dollar.

If you completed the personal financial statement in full, the due dates are already known - simply use those dates to enter the date that each payment is to be made according to your available cash. This is called managing your cash flow!

As you begin to direct your money with a clear purpose, not just once a month, but every single day - you'll begin to feel more confidence in your financial life.

Calculate cash flow regularly to ensure you remain focused on your financial priorities.

Also, don't be surprised when as a result of your daily diligence for money management you begin to notice that you end up spending less money overall. This money should be applied toward paying down your debt even more rapidly.

Some principles are simply timeless. In 1922, a well known author wrote the following in regards to Prosperity:

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 access to a little ready cash can make all the difference between financial success and a life of financial difficulty. Adding the above excerpt to your cash flow notes will serve you well, well into the future.

Our sample cash flow statement 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. If you refer to these two tools daily, you will notice that they will fluctuate in concert with each other.

The difference between the tool tools is that the checkbook register will show you what is available today, whereas the sample cash flow statement template allows you to see the timing for both future income and expenditures.

When we talk about "Getting Specific" and "Being In Control" - this tool definitely assists you in taking ownership of your financial responsibilities.

CHAPTER SIX

STACK YOUR DEBT

**“There is only one success.
To be able to spend your life
In your own way.”**

- Christopher Morley

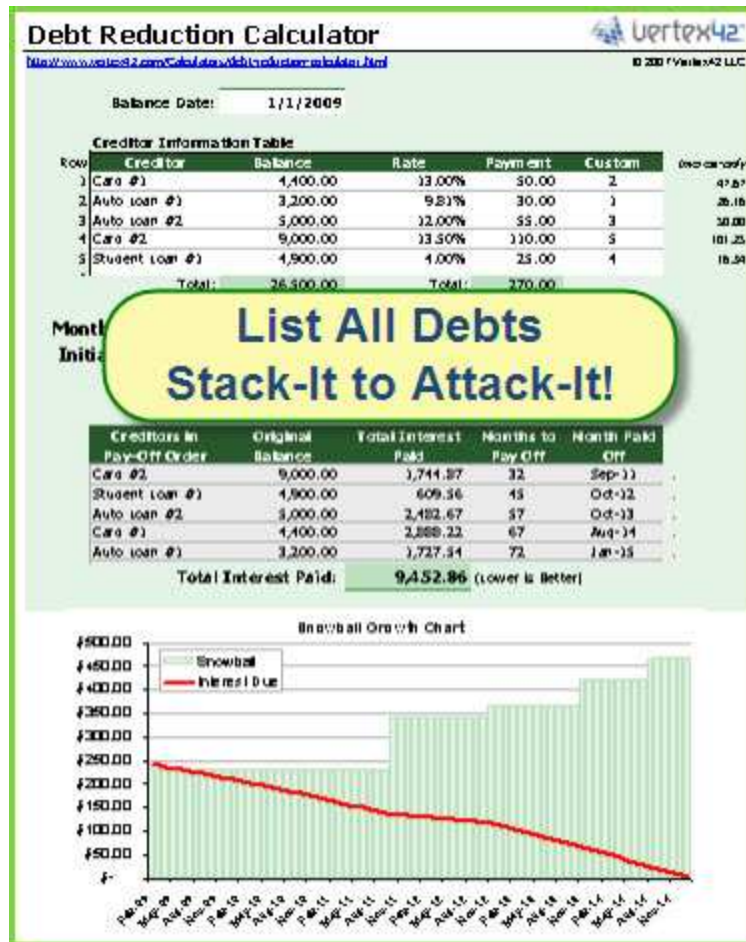


A debt reduction calculator is the perfect tool to assist you in prioritizing which debts to pay off first. Once you have your list of debts prioritized, you'll be ready to attack the list.

Not all debt reduction plans are effective. Most folks who are deeply in debt have numerous credit accounts open, most of which are carrying balance close to, if not well over, the credit limits.

Every month it becomes a constant worry over how to distribute the limited amount of cash available among all your credit accounts. You can now eliminate that worry by taking some specific action!

When using a debt reduction calculator you can run multiple scenarios on how you want 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, 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 1/2 the time it would have taken otherwise!

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 Interest Rate First

Lowest Balance First

Highest Interest Rate First: This strategy results in the lowest total interest charged on your outstanding balances, but 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, than 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. However, most likely you will pay more total interest in the end. The main benefit of this approach is the psychological impact of seeing the debt diminish so much more rapidly. The feeling of accomplishment will help to motivate you to continue the process.

My personal opinion is that you should stack your debts according to lowest balance first. Yes, you might end up paying a little bit 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 to income 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 won't.

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

[Plan for Aggressive Debt Reduction](#) - Download this FREE Debt Reduction Calculator from [Vertex42.com](#).

If you know the basics of how to get around with Excel spreadsheets, the above download will be very easy for you to use. Just be sure to take some time upfront to read the help text along the way.

For "non-spreadsheet" users, take the same principles discussed here and make your debt stacker list. Then, use our very own [Roll-Down Debt Reduction Calculator](#) to plan your future payments.

No matter what tool you use, or how you decided to prioritize your debts, the main point is that you adopt a strategy that you are comfortable with. The very fact that you "have a plan" is critical to reducing debt and your future financial success.

Hopefully by now you are beginning to feel the true power that comes from implementing the debt management tips that have been shared.

Now that you know how to plan your attack against your credit accounts - you can next begin planning your attack for the remainder of your household expenses in Step Six!

CHAPTER SEVEN

ATTACK YOUR DEBT!

“Most of our obstacles would melt away if, instead of covering before them, we should make up our minds to walk boldly through them. “

- Dr. Orison Swett Marden

The spreadsheet is organized into several sections:

- Monthly Income:** A table with columns for Budget, Actual, and Diff. It includes rows for Income P1, P2, P3, and Total Monthly Net Income.
- Expenses by Category:** A table with columns for Budget, Actual, and Diff. It lists categories like Home Loan/Eat, Auto Loan, and Other.
- Personal Loan & Credit Card:** A table with columns for Budget, Actual, and Diff. It includes rows for Automobile Loan, Auto Loan, Unsecured Line of Credit, and Other.
- Credit Cards:** A table with columns for Budget, Actual, and Diff. It lists Credit Card P1, P2, P3, P4, and Other.
- Auto Expense:** A table with columns for Budget, Actual, and Diff. It includes rows for Maintenance Service, Car Wash, and Other.
- Monthly Auto-Base:** A table with columns for Budget, Actual, and Diff. It lists Education Fund, Parking Fund, and Family Vacation Fund.
- Club & Subscriptions:** A table with columns for Budget, Actual, and Diff. It lists Magazine, Fitness Club, and Other.
- Household Expense:** A table with columns for Budget, Actual, and Diff. It lists Groceries, Dry Cleaning, Laundry, and Other.

A central yellow callout box with the text "Steady Progress Ensures Prosperity!" is overlaid on the spreadsheet.

Our budget spreadsheet will now assist you in attacking the remainder of your monthly expenditures. In the prior step you stacked your debt, now we are going to ATTACK the rest of your household obligations.

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. 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 numbers provides the visual you need to stay focused throughout the month.

Your new family budget spreadsheet, or personal budget planner as you might prefer to call it, is a critical tool in your new financial arsenal. I encourage you to take the time necessary for budgeting money on a monthly basis.

This particular step won't take very long to set up since you already have most of the data at your fingertips from completing your personal financial statement during Step Three. However, you should double check the numbers just to ensure that your budget is reasonable and achievable.

Budgeting help is right at your fingertips so don't underestimate the value in creating and tracking to a monthly budget. Your budget spreadsheet will reflect the expectations you have established for your personal financial behavior.

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.

Orison Swett Marden, Author - Prosperity - How to Attract It!

I provided the above excerpt because I believe it's important that we not only provide you with the necessary budget form and tools you need to change your financial life, but we must also provide you with the insight and motivation you need to ensure your success. You can do this!

In addition, please adhere to the following rules when managing to your budget spreadsheet:

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.

Know The Purpose of Your Budget - the main purpose of using a budget spreadsheet 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!

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 indeed power in this case. By being fully knowledgeable about your money you will more easily and more consistently make better money decisions.

Be Consistent In How You Organize - in Step Two you organized your financial documents, and you should make sure you organize your budget in a very similar way. Doing this will make managing your financial affairs much simpler.

Be Aggressive, But Realistic - while you want to use the budget spreadsheet 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 and every month. Check yourself regularly by comparing your budget to your cash flow statement and your debt stacker plan.

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 is spent. Spend it on paper first. As the old saying goes, "*First plan your work, then work your plan!*"

If You Slip Up, Get Back Up! - don't allow failure to be an option. If you mess up and do not meet your budget the first month, figure out what happened and restart for the next month. You can't fail - unless you quit.

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

In fact, in Step Seven we'll go even one step further to break down the budget spreadsheet process using a simple system that people have used for over a hundred years to ensure they never overspend.

CHAPTER EIGHT

CASH CREATES CLARITY

“All adverse and depressing influences can be overcome, not by fighting, but by rising above them.

- Charles Colton



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 should be used for purchases.

In the prior step 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 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.



After printing off the desired number of cash envelope templates, simply staple, glue or tape the template to the back of each cash envelope. Write the total amount of cash in each envelope at the top of the template. As you make a purchase, keep a running total of how much cash is left in the envelope.

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 - 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.

An envelope budget system is just one more tool that you now have at your disposal. Try it out for the next several 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 budget system or not.

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

CHAPTER NINE

EXPECT THE UNEXPECTED

**“Opportunity is missed by most people,
because it is dressed in overalls and looks like work.”**

- Thomas Edison, American inventor



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. Start saving an emergency fund today.

The main challenge you face in this instance is being able to meet your budget goals while still taking care of the emergency.

In the spirit of being a financially responsible adult, you must understand that it is your duty to play for the future 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 unexpected emergency will arise - 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 indeed a sad fact that millions of well-meaning people miss out on countless opportunities in life because they fail to plan for the future. When faced with an emergency spending situation, they are simply not prepared to meet their financial responsibilities. Their emergency fund is not 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 will demonstrate that you not only have the ability to earn, but also to keep hold of your money. The point being that it takes greater wisdom to hold on to money than to make it.

In fact, nothing makes a person so absolutely 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 don't need, such as call waiting, caller ID, call forwarding and three-way calling. Do the same with your cell phone. Eliminate luxury options such as text messaging and picture mail. Remember, the purpose of a phone is simply to make and receive a phone call.

Pay Using Cash - As we discussed in the prior step, paying with cash can save you money by making you more aware of the value of the money you are spending. Don't use plastic to pay for anything unless 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 in order 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! - If you are a smoker, 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 funding 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

AUTOMATE TO ELIMINATE DEBT

"You must take personal responsibility. You cannot change the circumstances, the seasons, or the wind, but you can change yourself. That is something you have charge of."

— Jim Rohn, Motivational speaker, author, entrepreneur



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

In each of the steps leading up to this one, 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 spreadsheet and cash envelope register template*) in order to fully grasp the concepts and develop the financial expertise that is necessary in order to be successful.

At the same time, you are encouraged to begin seeking out new ways to streamline your personal finances. Today's technology is simply amazing and it would be a mistake not to take advantage of its efficiencies.

**"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.

- **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 in your checkbook. Here the process is totally automated! Banks are getting more creative so be sure to ask your own Bank what they can offer to assist you in your savings efforts.

- **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 it should also 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 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 about online banking, electronic bill payments, automatic deductions, etc. Your Banker should be very knowledgeable about these matters - if he's not, and then find another Bank.



Surround yourself with knowledgeable professionals. These folks should be focused on "your needs", not the needs of their Bank's bottom line. 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 have to 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 doo 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 - like becoming debt free!

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."

Based on "Success Nuggets" by O.S. Marden

I love that last line! It drives home the all-important point that our success depends solely on the choices we make. Not other people's choices - our choices alone determine our destiny.

Check out the following books for more ideas on automated your finances and finding your inner reserves to meet any obstacles that come your way:

[Automatic Millionaire](#)

[The One Minute Millionaire](#)

[The Richest Man In Babylon](#)

CHAPTER ELEVEN

CREATE NEW INCOME (A Step-by-Step Action Guide)

**“If a man rejects education,
He walks lame to the end of his life.”**

- Plato



Going from debt to wealth takes work - there is no way of getting around it. But if you've completed the prior nine steps to conquer debt, you realize that your financial future can be greatly improved. This next step can super-charge your debt reduction program and change your life forever.

LISTEN UP - YOU MUST THINK BIGGER AND BROADER!

Eliminated your debt is one of the greatest gifts you can ever give, to yourself and your family members. However, being free of debt is 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 year or two?”**

Could you pay off your debt even more quickly? - Absolutely! Going from debt to wealth can be your reality.

100% debt free - and then what? Think about how all your current fears and worries quickly get replaced with - options & opportunities!

There is no hidden secret to making more money. You could go out and get a second or third part-time job today and immediately increase your income (and if that's what you need to do for immediate results, then you should do it), 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) - all of these options are possible real solutions to quickly improving your cash flow, taking you toward a life of debt to wealth.

Let's face it, you only have so many hours in a day and you can only work 16 hours days for a finite length of time before you'll find yourself burnt 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 debt to wealth?". This is exactly what I will share with you in my audio/ebook: 10 Days to New Income, a proven debt free solution.



[Click to Learn More](#)

I spent over a year writing and recording 10 Days to New Income. Personally, I don't learn as well by reading. I retain information better by seeing and hearing the content. This is why I took the time to record the book - over 5 1/2 hours of professionally edited, life-changing material that teaches you exactly how I have created multiple sources of passive income. I am living proof you can go from a life of debt to wealth by creating high-value websites (i.e. Debt-to-Income.com) on subjects that you 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 insight provided in 10 Days to New Income. This book was truly was a labor of love. In fact, this entire website is my

way of "paying it forward"; helping others who aspire to be financial free, just as I was helped by so many generous folks during my own debt to wealth journey.

Unfortunately, this is where many of you will leave this program never to return - turning away from a debt to wealth reality. You'll leave because you're unwilling to invest 50 bucks for a set of CD's/Ebook. Forget about the fact that you've already saved hundreds, if not thousands, of dollars as a direct result of following the first nine steps.

If this reflects your thinking - then it is definitely time for us to part ways, as you will most likely not make the effort necessary to create new revenue streams. That's okay, really, no hard feelings - I truly wish you all the best in your debt reduction plans.

However, if you're ready to raise the bar, turbo-charge your debt reduction program, and in effect take a giant leap toward building long-lasting wealth - then keep reading.

The cost of the book, [10 Days to New Income](#) is minimal when you consider the value you'll receive. In fact, I provide my personal guarantee, along with a full refund if you are not thrilled with the product.

The cost is great only if you fail to act. Consider these words, based on classic writings from over a century ago:

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?

Friend, your financial education is worth exponentially more than the small price for learning how to create new income - [click here for more details about 10 Days to New Income](#) - debt free living is just around the corner.

THE END

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