

WEEKLY MONEY ROUTINE WORKSHEET

A simple five-step check-in to understand what came in, what went out, what you saved, and what you will adjust next week.

Name		Week beginning	
Main income activity		Current savings goal	

1. Record Weekly Income

Write down every amount received this week. Include business sales, wages and other income separately so the total is clear.

Income source	Day / date	Amount (N)

2. Track Expenses

Record business and personal expenses. Mark each item so you can see where the money went.

Expense	Business / Personal	Amount (N)

3. Log Savings

Record what you set aside and the goal it supports. Keep savings records or confirmations together.

Savings goal	Date	Amount saved (N)	Record / confirmation

4. Make One Weekly Adjustment

Choose one realistic change for next week. Keep it specific and small enough to follow through.

What I will adjust	Why it matters	When I will do it

5. Complete a Weekly Review

Add the totals, then answer the review questions honestly. The purpose is to notice patterns and make a useful next decision.

Weekly totals	Amount (N)
Total income	
Total expenses	
Total saved	
Money remaining	

What worked well this week?	
What made saving or spending difficult?	
My priority for next week	

Keep this worksheet with your weekly records. It is a planning aid, not a promise of a financial outcome. For support, contact Hopeshore Global Limited before sharing sensitive personal or account information.

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