



## Section 7: Target Practice

### Exercise 23

This exercise helps put structure into money management by asking you to decide on the most efficient structure for paying your bills.

1. How do you receive your bills?
  - a. In the mail
  - b. By email
  
2. How do you keep track of the bills you need to pay? (A separate 'file' is important.)
  - a. List of bills to expect
  - b. Electronic file folder on my computer
  - c. Paper file on my desk
  
3. Do you verify the bills are correct? (Double-checking credit card charges is always important, especially in today's world of automatic billing.)
  - a. Yes
  - b. No
  
4. How do you pay your bills? (Paying online can save money and time.)
  - a. Online
  - b. By mail
  - c. Both
  
5. When do you pay your bills?
  - a. When I get them
  - b. Weekly
  - c. Bi-weekly
  - d. Monthly

6. How much did you pay last month in overdraft charges or late fees?

- a. \$0
- b. \$ \_\_\_\_\_.
- c. What could you spend that money on instead? \_\_\_\_\_  
\_\_\_\_\_
- d. What will you do to avoid those charges?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Where do you put your paid bills?

- a. In the trash
- b. In a paid bill folder

8. Did you plan to have money left for your goals in the Lesson 3 Exercise?

- a. Yes
- b. No
- c. What can you do next time to make it happen?  
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\_\_\_\_\_  
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9. Write down your system, put reminders in your calendar, and start using it. You won't have to worry about late bills ever again.

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*Although this offers some suggestions, you build the structure that works best for you. The most important thing is to have a system because it will eliminate worries that you'll forget something.*