



Apply It: Prioritizing My Expenses

When your income is less than usual or you've had an unexpected expense, your regular bills and living expenses don't stop.

First:

- Try to find ways to increase income or reduce expenses.
- Contact your creditors. They may give you extra time to pay or otherwise work with you.
- Reach out for help, not only from family and friends, but also from community-based organizations and public agencies.

Then:

If you still can't pay all of your bills in full when they are due, prioritize which to pay first. You can use the table on the next page.

Step 1: List all of your bills and other expenses. Indicate if you've talked to your creditor(s) or asked for help from others.

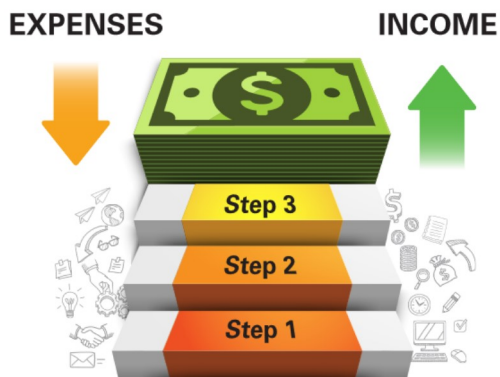
Step 2: Write down what will happen if you don't pay.

Step 3: Complete the Priority Number column. Put a "1" in that column for the bill or expense that has the most serious consequences if you don't pay it in full and on time. Next, put a "2" for the bill with the second most serious consequences. Continue until you have assigned a priority to each one.

The expense marked "1" is your highest priority expense. Pay it in full and on time if you can. The expenses with the higher numbers are those with less serious consequences if you do not pay them in full now.

Keep in mind:

All of your bills are your responsibility. Plan to pay them as soon as you are able to do so.



Apply It: Prioritizing My Expenses *continued*

Bills and Expenses	Amount Due	Date Due	Spoke to Creditor? (Y/N)	Asked for Help? (Y/N)	What Will Happen If I Don't Pay in Full When Due?	Priority Number
Example: Phone bill	\$50.00	1/5/19	Yes	No	Late fee or service might be cut off, but not until bill is unpaid for 2 months	4
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		



Remember the Key Takeaway

Prioritize which bills to pay first when money is short.