

NEFE High School

Financial Planning Program

My Personal Finance Portfolio





My Own Financial Plan

Name:

Date Developed:

Date to be Reviewed & Revised:



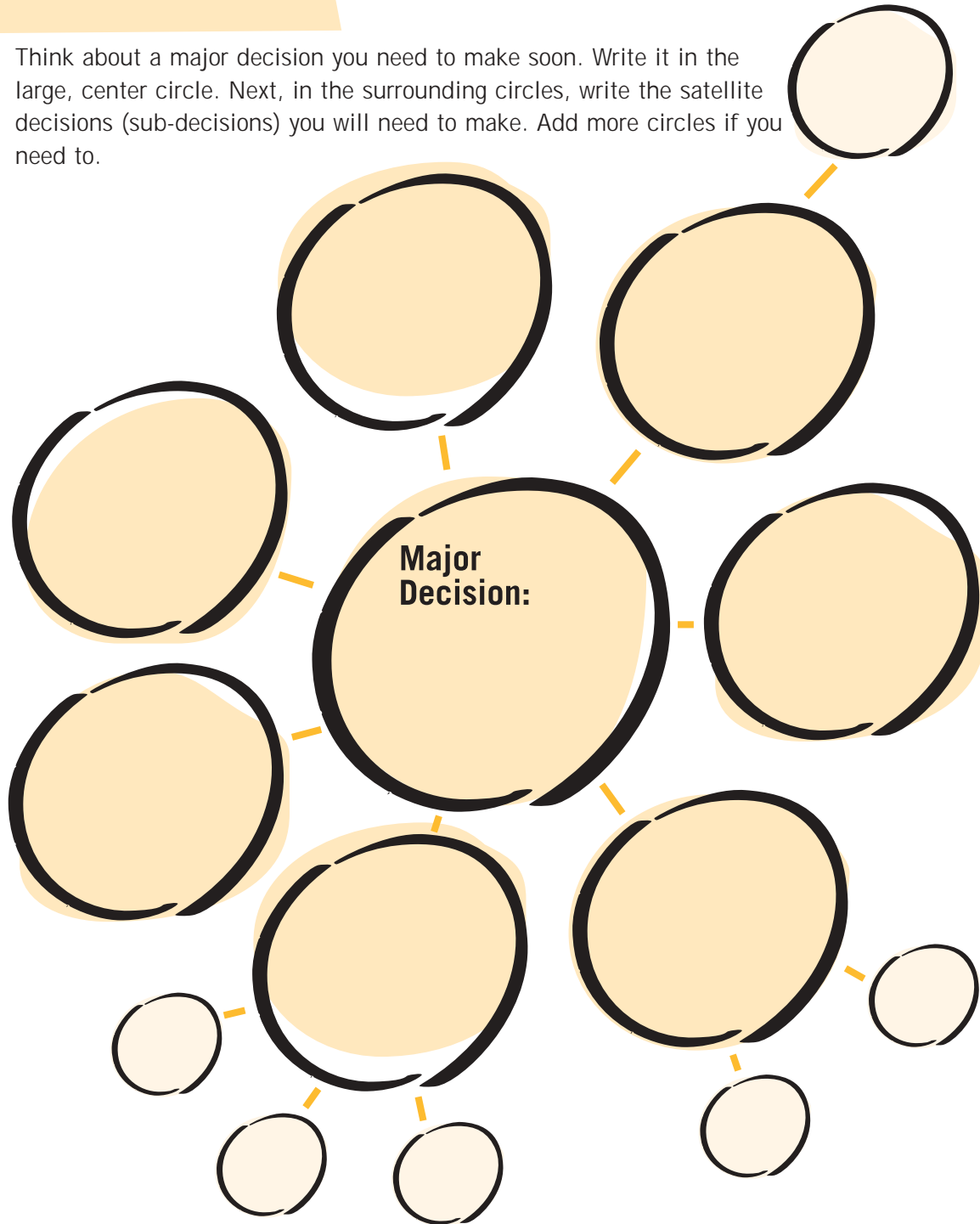
Personal Finance Portfolio Checklist

Page Number/ Portfolio Page Number	Description	Date Completed in Student Guide	Date Completed in Finance Portfolio
89/PF-1	My Personal Finance Portfolio	_____	_____
91/PF-2	My Own Financial Plan	_____	_____
93/PF-3	Personal Finance Portfolio Checklist	_____	
95/PF-4	Satellite Decisions	_____	
97/PF-5	My SMART Goals		
99/PF-6	Personal Spending Record		
101/PF-7	Fundamental Workplace Skills Assessment	_____	
102/PF-8	Workplace Competencies Assessment	_____	
103/PF-9	My Skill Assessment		
105/PF-10	Exploring Career Histories and Options	_____	
107/PF-11	Create Your Own Budget		
109/PF-12	Charting Where My Money Goes	_____	
111/PF-13	Car Shopping and Loan Calculations	_____	
113/PF-14	Shopping for the Best Credit Card		
115/PF-15 117/PF-16	Comparing the Cost of Automobile Insurance & Suggested Minimum Coverage Amounts for Auto Policies		
119/PF-17	Risk Management Plan	_____	



Satellite Decisions

Think about a major decision you need to make soon. Write it in the large, center circle. Next, in the surrounding circles, write the satellite decisions (sub-decisions) you will need to make. Add more circles if you need to.





Personal Spending Record

Personal Spending Record of: _____

Week of: _____

	INCOME +\$ (A)	SPENDING -\$ (B)
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Totals		
Difference (A minus B)	\$	





Fundamental Workplace Skills Assessment

Take some time to make an honest evaluation of your current workplace skills. For each skill/ability listed. Place a checkmark in the box that describes your current feelings about that skill/ability.

Skill/Ability	Not yet	Novice	Advanced	Expert
Basic Skills				
Reading				
Writing				
Mathematics				
Listening				
Speaking				
Thinking Skills				
Creative Thinking				
Decision Making				
Problem Solving				
Seeing Things in the Mind's Eye				
Knowing How to Learn				
Reasoning				
Personal Qualities				
Responsibility				
Self-Esteem				
Sociability				
Self-Management				
Integrity/Honesty				



Workplace Competencies Assessment

Take some time to make an honest evaluation of your current workplace skills. For each competency listed, place a checkmark in the box that describes your current feelings about that competency.

Skill/Ability	Not yet	Novice	Advanced	Expert
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Resources: Identifies, organizes, plans, and allocates resources

Time				
Money				
Material and Facilities				
Human Resources				

Interpersonal: Works with others

Participates as a Member of a Team				
Teaches Others New Skills				
Serves Clients/Customers				
Exercises Leadership				
Negotiates				
Works with Diversity				

Information: Acquires and uses information

Acquires and Evaluates Information				
Organizes and Maintains Information				
Interprets and Communicates Information				
Uses Computers to Process Information				

Systems: Understands complex inter-relationships

Understands Systems				
Monitors and Corrects Performance				
Improves or Designs Systems				

Technology: Works with a variety of technologies

Selects Technology				
Applies Technology to Task				
Maintains and Troubleshoots Equipment				



My Skill Assessment

Based on your own assessment of your Fundamental Workplace Skills and Workplace Competencies, complete the chart below.

My strongest skill is:	I can put this skill to even better use today by:
My weakest skill is:	I can improve this skill today by:



Exploring Career Histories and Options

Student name:

Date prepared:

Name of person interviewed:



Step One: Interview Questions

1. What did you want to grow up to be when you were my age?
2. How old were you when you got your first job?
3. How many different jobs have you had in your life?

Step Two: Research one of the jobs mentioned in your interview, and conduct the following research about that job.

1. What appeals to you about the job you selected?

2. What education would be required to enter this occupation?

3. What might you expect as a beginning salary? Is there opportunity for advancement?

4. What related occupations might appeal to you?

5. Do you think this job will provide you the lifestyle you would like to have in the future, including retirement? Why or why not?





Create Your Own Budget

Personal Budget for _____ for the week of _____

Money coming in:

Work (after taxes) _____

Gifts/Allowance _____

Other _____

Total Income _____

Money going out:

Fixed Expenses

PYF _____

Car payment _____

Auto insurance _____

Total Fixed Expenses _____

Variable Expenses

Gas _____

Food _____

Clothing _____

Fun stuff _____

Big events _____

Total Variable Expenses _____

Total Outgoing (fixed + variable expenses) _____

Any money left over? (income minus outgo) _____



Charting Where My Money Goes

After you have tracked your income and spending, categorize your expenses. Then calculate the percent each category represents of your total plan.

Expense	Planned \$	% of Total \$
Savings		
Clothing		
Transportation		
Food		
Entertainment		
School		
Other		
Total		

Using the percentages from above, design a large dollar bill. Then divide the bill into the proportions that your budgeted expenses represent.



Car Shopping and Loan Calculations

If you decide to purchase a car, it's always a good idea to have any financing you might need lined up before you talk to a seller. You can use the table below to compare the various interest rates offered by different lenders; once you have the interest rates, you can use what you've learned about the time value of money to calculate the monthly payments.

Car price: \$

	2 year rate:	3 year rate:	4 year rate:	5 year rate:
Lender #1: 	____%	____%	____%	____%
Monthly payment	\$ _____	\$ _____	\$ _____	\$ _____
Lender #2: 	____%	____%	____%	____%
Monthly payment	\$ _____	\$ _____	\$ _____	\$ _____
Lender #3: 	____%	____%	____%	____%
Monthly payment	\$ _____	\$ _____	\$ _____	\$ _____



Shopping for the Best Credit Card

Card Name	APR	Annual Fee	Grace Period	Minimum Payment	Credit Limit	Other Fees/Notes



Comparing the Cost of Automobile Insurance

Type of Coverage	Limits	Current Company	New Company	New Company
Liability				
Bodily Injury	\$ <input type="text"/> per person \$ <input type="text"/> per accident			
Property Damage	\$ <input type="text"/> per accident			
Medical Payments	\$ <input type="text"/> per person			
Uninsured and Underinsured Motorists	\$ <input type="text"/> per person \$ <input type="text"/> per accident			
Damage to Your Car				
Collision	\$ <input type="text"/> deductible			
Other than Collision	\$ <input type="text"/> deductible			
<i>Annual Total Premium</i>				



Suggested Minimum Coverage Amounts for Auto Policies

Coverage Type	Suggested Minimum Coverage
Liability	\$250,000 per person; \$500,000 per accident
Medical Payments	\$5,000 per person
Uninsured/Underinsured Motorist	\$250,000 per person; \$500,000 per accident

(Note: Reference page only.)



Risk Management Plan

Name:

Age:

Current Health Problems (if any):

Based on your age and needs, complete the sections of the table below that apply to your insurance needs. Later, you can come back and complete the amounts and costs at the time you need the insurance.

Type of Insurance	When Needed			Amount	Cost
	Now	1 Year	5 Years		
Automobile					
Health					
Disability					
Property					
Liability					
Life					

