

**MONTH OF** 

- Label the calendar with the dates of the month you want to plan for.
- 2 Make a list of all your bills.
- For each bill, mark the **payment** date: 7 days before the due date for mail, 2 days before the due date for online.

4	Enter when you receive income
	into the calendar.

BILLS:	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday