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CONTACT US ON 030 0002 0002 enquiries@chap.org.uk

Do you often find that you are struggling to make ends meet and find that you run out of money before your next pay/benefit payment is due? If you find yourself running out of money and having to borrow from friends/family or take out loans, here is a tip to hopefully help you manage your money better.

**Keeping a Spending Diary**

- Keep a log, diary, or journal of what you spend on a daily basis- this can be written on a piece of paper
- Every time you use your bank card, or money from your purse/wallet- log it, no matter how small
- Don't hide the diary away from yourself, keep it in plain view so you cannot avoid seeing your spending
- People who use a spending diary tend to see that over time, they naturally start spending less as they become more aware of their spending habits
- It can make you think about your spending and prioritise what you really need rather than what you want
- Keeping the diary can not only highlight to you where you are overspending but also help keep you free from debt
- In the long term, it may even help you to save money for what is important to you.

Spending diary template

| Money at the start of the week- £ | How much was spent, card or cash, what was bought?<br>Overall total for day |
|---|---|
| MONDAY | TOTAL - £ |
| TUESDAY | TOTAL - £ |
| WEDNESDAY | TOTAL - £ |
| THURSDAY | TOTAL - £ |

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| | |
|---|---|
| FRIDAY | TOTAL - £ |
| SATURDAY | TOTAL - £ |
| SUNDAY | TOTAL - £ |
| Money left at the end of the week- £ | TOTAL WEEKLY SPEND - £ |