

# Daily Money Management Checklist

For Busy Individuals Who Want to Stay Organized

Use this checklist weekly or monthly to stay on top of your personal finances—or hand it off to your Daily Money Manager.

## WEEKLY TASKS

- ☐ Review upcoming bill due dates
- ☐ Pay any outstanding bills
- ☐ Record income and expenses
- ☐ Check bank account balances
- ☐ Review recent credit card transactions
- ☐ Reconcile any alerts or flagged charges
- ☐ Organize receipts (paper or digital)

## MONTHLY TASKS

- ☐ Reconcile all bank and credit card statement
- ☐ Review budget vs. actual spending
- ☐ Update and categorize financial transactions
- ☐ Review subscriptions and recurring charges
- ☐ Scan for unusual or unauthorized activity
- ☐ File important financial documents (e.g., bills, statements)
- ☐ Set or review short-term financial goals

## QUARTERLY TASKS

- ☐ Review savings and investment performance
- ☐ Check on charitable contributions
- ☐ Review insurance premiums and claims (if any)
- ☐ Prepare documents for upcoming tax deadlines

## ANNUAL TASKS

- ☐ Organize tax documents for your accountant
- ☐ Review credit reports for accuracy
- ☐ Evaluate financial goals and update your plan
- ☐ Schedule an annual review with your financial advisor or daily money manager

