

Six Month Financial Planning Worksheet

If the total expenses are more than the total income, then reduce or eliminate some of your expenses.

INCOME

	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6
Severance Pay						
Unemployment Compensation						
Checking						
Savings						
Other Income						
TOTAL						

EXPENSES

	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6
Rent/Mortgage						
Power						
Water						
Gas						
Food						
Telephone						
Car Payment						
Insurance						
Cable						
Internet						
Laundry						
Household Supplies						
Hygiene Supplies						
Gas/Bus Fare						
Dues						
Credit Card Debt						
Clothing						
Healthcare Premium						
Medical Co-payment						
Prescription						
Child Care						
Other						
TOTAL						

Self-Assessment Worksheet

This worksheet is intended to help you identify the skills you have and think about what you have accomplished. This will lead to a clearer idea of what sorts of jobs you should be targeting and to help you write a more persuasive resume.

	Strengths	Weaknesses
Professional Skills Capabilities learned on the job; technical skills; computer skills; languages; etc.		
Business Performance Actual on the job accomplishments		
Social Skills "People" related capabilities, both personal and professional		
Personal Accomplishments Off the job activities; community service; etc.		
Personal Attributes Personal qualities that make you productive and good to work with, etc.		

Networking Worksheet

This worksheet is intended to help you make a complete list of people that you know (even slightly) who could help you find a job. The object here is to put as many names as possible into each box. In addition to the categories shown, you should make lists of contacts in unions, professional organizations, clubs and other formal affiliations.

Colleagues at work	Friends & Neighbors (current & past)	Faith Based Organizations
Classmates/Teachers	Lawyers	Government
Accountants/Bankers	Relatives/In-Laws	Former Employers

Your guide to unemployment, health care, legal assistance and other basic needs.

Help For Tough Times

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