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# Manage Your Salary Better



A beginner's guide to  
managing your money

# 3 Steps to Manage Your Monthly Salary Better

## Step 1: Pay yourself

- Keep a percentage of your salary (at least 20%) for savings and retirement.
- Allocate some money to grow your investment portfolio.

## Step 2: Pay your bills

- Pay off your recurring expenses such as insurance premiums, mortgage loan, mobile phone bills, etc.
- Put aside money for fixed expenses (divide the amount by 12) that you expect to incur over the year. It could be your Integrated Shield Plan premium or your annual car servicing fee that is paid once a year.

## Step 3: Set your budget

- Record your daily expenses with anything that's handy, whether it's with a pen and paper or an app on your smartphone, Do this for **an entire month**.
- Using the expense data collected, create your personal monthly budget.
- While sticking to your budget, look for ways to spend less. It could be little things like making your own coffee in the morning instead of buying one at Yakun.
- Keep recording your daily expenses and as you collect 3 to 6 months' worth of data, improve your budget to tackle the expenses that come up in specific months.

# Congratulations!

By following the steps in this checklist, you are taking your first step to better manage your money.

For more tips and tricks on improving your money management skills, click on the button below to sign up.

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