

TOOL 02 OF 08

Life Admin & Finance Tracker

Your monthly overview for fixed expenses, key appointments, and financial goals
— so nothing slips through the cracks.

MONTH

€ Monthly Fixed Expenses

EXPENSE	CATEGORY	DUE DATE	AMOUNT (€)	PAID ✓
Rent / Mortgage				
Electricity				
Internet & Phone				
Subscriptions				
Gym / Memberships				
Insurance				
TOTAL FIXED EXPENSES				

📅 Key Appointments

APPOINTMENT	DATE & TIME	NOTES

📊 Spending Snapshot

CATEGORY	BUDGET (€)	ACTUAL (€)
Groceries		
Dining Out		
Transport		
Personal Care		
Shopping		
Entertainment		
TOTAL VARIABLE		

✦ This Month's Financial Goals

MONTHLY SAVINGS GOAL€ ___ of € ___

1	TARGET AMOUNT	BY WHEN	ACTION STEP
2	TARGET AMOUNT	BY WHEN	ACTION STEP
3	TARGET AMOUNT	BY WHEN	ACTION STEP