Using the Budget Organizer

"A man's heart deviseth (plans) his way…"
Proverb 16:9

By

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Introduction

The most important step in getting and keeping control of your personal finances is to establish a monthly cash flow plan or budget. As the old saying goes, "Those that are failing to plan, are planning to fail."

The Small Business Administration says that the number one reason small businesses fail is due to a lack of planning. The financial affairs of your household are in effect, nothing more than a small business. The goal of every business, small and large, is to make profits. In regard to your household business, profits equate to savings. So, the number one purpose for a monthly budget is to establish control so as to protect and maximize your savings (see publication FF-06).

The Bible is very clear to point out our responsibility to plan.

"A man's heart deviseth (plans) his way: but the Lord directeth his steps." Proverb 16:9

"Be thou diligent to know the state of thy flocks, and look well to thy herds." Proverb 27:23

Even Jesus made the assumption that planning was a basic requirement.

"For which of you, intending to build a tower, sitteth not down first, and counteth the cost, whether he have sufficient to finish it?" Luke 14:28

With 70% of all Americans living paycheck to paycheck and spending $1.20 for every $1.00 earned, it's no wonder that personal financial failure is more common than success. By following the guidelines in this booklet, you can succeed!

The Budget Basics

Before we look at the mechanics of using the Budget Organizer, let me summarize the four key elements that are crucial to making any budget work.

1) It must be <u>written</u>...

If you don't write it down, then it's not a budget; it's just that simple! It really doesn't matter what you write it on or how you keep track of it, just write it down!

First, in order to make ends meet, you must find the ends. One end is your income and the other end are your expenses (remember that saving is an expense too). The income coming in must always equal the expenses going out. In other words, if you subtract your total planned expenses from your total planned income, the amount remaining should equal "0". Every dollar must be accounted for and budgeted on paper.

Next, you must have a method of keeping track of every dollar you spend during the month - keep those receipts! When you return home from a day of spending fun, write it down in the budget book! Since you will have previously given each budget category a spending limit, by writing down the amount spent that day in each particular category, you will always know the amount that you have left to spend. This provides you with a day-by-day method of tracking and controlling your spending. That is the way a budget should work.

You ask, "Why all the hassle - receipts, budget books, etc.?" The reason that you must meticulously track and control every dollar that you give to others is to guard and protect the precious dollars that you have budgeted to give to yourself (savings)! Without savings, you are destined to become a debt junky. Statistically, non-savers also have a high probability of joining the ranks of 65 year old door greeters for large department store chains!

2) It must be done <u>together</u>...

If you live alone, you can skip this step and move on. But assuming that you are sharing the responsibility of "making ends meet" with a spouse, son, daughter, cousin, aunt, uncle, stepson, stepdaughter, or just a roommate, then you must read on!

If the joint responsibility of budgeting were defined by a lawyer, it might sound like this:

"*A budget is a voluntarily designed and implemented control mechanism that is jointly agreed upon by all parties who are responsible for, or actively engaged in, the exchanging of economic resources with commercial business entities inside or outside of the local community, whether for items of substance or merely for activities resulting in entertainment or pleasure. It is not an instrument that is to be crafted by one party for the primary purpose of defining power or inflicting pain upon the party joined at hand. It is merely a tool designed to restrain and guide in the disposition of economic resources for the benefit of those concerned.*"

If you don't quite understand the jest of what this statement is saying, then let me rephrase it. Everyone must be on the same page. A chain is only as strong as it's weakest link. You must sit down together and design a budget that meets the needs of the entire family and is aimed at accomplishing agreed to goals. It is then, and only then, that you will find peace and harmony around the dinner table when the subject of money is brought up. Those that do the spending must be involved in the planning.

This does not mean that once the budget for the next month is decided upon that it can't be changed. During the month, there will be changes. Necessary changes need to be talked about and agreed upon in order to keep each person aware of how the consequences resulting from the changes will effect the ability to reach any predetermined financial goals. The key is to make spending decisions together, and on purpose.

3) It must be completed <u>before</u> the month begins...

A true budget is a spending plan for the *future*. Not to be confused with a spending record (which is merely a summary of how much money was spent in the *past*), the budget plan must be completed *before* the month begins. Once the plan is established, there must then be a method to track its progress. When money is spent, it must then be subtracted from the amount that was *planned* to be spent in that category. This will result in a new balance remaining for the month. This new balance will provide the feedback needed to help guide your spending for the remainder of the month. The closer you get to the end of the month, the more important it is to keep a close watch on each categories balance.

4) It must be easy...

Many have tried and failed when it comes to budgeting. Why? In most cases, it was because an attempt was made to implement a budgeting system that required a master's degree in accounting. Remember, the budget is a tool to control and guide your spending for *one* month - it doesn't have to be complicated. The objective is simply not to spend more than you make while managing to save some of what you make for yourself.

In addition to using the budget plan to guide you in your monthly spending, you must also not forget to accurately balance your checkbook each month. Although very basic, a surprisingly large percentage of people do not know how, or simply fail to balance their checkbooks monthly. Since the budget that I recommend is a zero based budget that starts over fresh each month, it does not require that you reconcile it with your bank statement. I believe that by keeping these two tasks separate, it simplifies the process of budgeting without jeopardizing its effectiveness. Keep your focus and be flexible.

In review, the basic rules of budgeting are: write it down, do it together, do it before the month begins and make sure that it can be easily understood and used to assist you in reaching your goals.

The Forms

Form 1 - Computing the Net Spendable Income (N.S.I.)

Net Spendable Income (N.S.I.) is more simply referred to as your “take-home pay”. It is the money that is left over after you have paid taxes, made charitable contributions and any other withdrawals such as investments in pre-tax retirement plans such as a company 401(k) or IRAs. The money that you have left to spend for the month is called your net spendable income, or take-home pay. Your job is to design a budget plan that will spend 100% of your N.S.I. and no more (recommended percentages for each category are always of the N.S.I. not your gross income).

Form 1 has two sides. The front side is designed to help you determine what your N.S.I. is for the upcoming month. The back side will help you establish spending totals for each category. Listed under the ten spendable categories, there are suggestions as to what might be included in each category.

Once you have calculated your N.S.I., you should then transfer that number to the space provided on the back side of the Form 1. This is the number from which all of the recommended percentages are calculated. The recommended percentages are only guidelines. Every situation is different. The key is to spend 100% of your N.S.I., but no more!

As you get started, if you’re unsure of an amount to use in a particular category, then I recommend tracking yourself for 30 days. Get a small notepad and record every penny that you spend in that category. Carry the pad with you everywhere you go. Since we’re basically creatures of habit, you’ll find that after 30 days you’ll have a good idea of an amount to plug in for that category. As the months go on, you can make adjustments as necessary.

When trying to determine in which category things belong, the key is to be consistent. Whatever you do this month, do it the same way next month, and the next month, and the next month after that. You might decide to put everything you buy at the grocery store under food or you might decide to put some of the items in the personal category. Try to make it as easy on yourself as possible. You don’t want to come home and spend half an hour dividing the items on a receipt into three or four different categories.

The parentheses located under the line, out beside the category title, is for you to enter your percentages for that category. This will let you compare your percentage with the recommended percentage range for that category. When you get right down to it, the individual category percentages are really not that important. Remember, the goal is to keep the *total* at no more than 100% of the N.S.I.

For most families, the big three expense categories are housing, food and auto. When the *totals* for these three categories exceed 65% of the N.S.I., you’ll start to have difficulty funding the remaining categories. A good starting goal to shoot for is 10% for savings, 65% for the big three (house, food, and car), and 25% for the remaining categories. Also, the total cost of housing (principle, interest, taxes, rent, insurance, utilities, maintenance, etc.) should not exceed 35% - 40%. I strongly recommend that not more than 35% of the N.S.I. be spent on housing.

Another point that should be made concerning the big three is in reference to the auto category. Auto loan payments should not be a part of the auto category. The auto category is only for gas, oil, insurance, registration and tax expenses. Auto loan payments should be listed as debts on the debt repayment sheet (Form 5). Automobiles are consumable items and should therefore be treated as a consumer debt. Although the auto payment is not budgeted under the auto category, it should still be included when considering the limit of 65%.

After completing the Form 1, you can now transfer the category totals to their respective place on Form 2.

Form 1 is only intended to be a worksheet to get you started. Once you understand how to calculate your N.S.I. and have determined what your starting category totals will be, you will no longer need to use the Form 1.

Form 2 - Monthly Budget Summary

The Form 2 is a summary of your income and the amounts that you have decided to spend in each category for the upcoming month. You can record up to four months on each page. The asterisks (*) beside selected categories are to remind you that these categories should be funded every month. This is especially important when you first transition to the budgeting system.

Since most American families are living paycheck-to-paycheck (week-to-week), the first goal is to get into a position to be able to live month-to-month. Without exception, the transition from living paycheck-to-paycheck to living month-to-month is the most freeing step in the entire journey towards getting control of your finances (see Other Concerns - The 5 Step Plan).

The category totals for the upcoming month are then transferred to the Form 3s (Category Ledger Sheets) which are located behind each category tab.

Form 3 – Category Ledger Sheet

A Form 3 is located behind each category tab in the budget organizer. All of the purchases made in a particular category should be logged on this sheet throughout the month. At anytime during the month, by turning to a specific category, you will be able to see exactly how much money is left in that category. This will give you the necessary feedback to control your monthly spending.

When a purchase is made, you enter that item in the appropriate category by entering the date, a description of the transaction, the payment method (cash, debit, check #, etc.), the amount and then calculate a new balance. When the balance indicates “$0”, you must either stop spending in that category, transfer funds from another category, or withdraw from savings.

The point here is “control”. You gain control of your spending when you make choices on purpose, knowing that there are consequences to those choices. For example, if you spend more money in a particular category than you budgeted, the money has to come from somewhere (please, not debt!). If it comes from another category, then there will obviously be less to spend in that category. If it comes from savings, then the time it takes to reach your goals will increase. Whatever choices you make, make them together and on purpose, not on impulse!

Form 4 - Savings Distribution Sheet

Behind the savings tab, in addition to the Form 3, there is a Form 4. The Form 4 (Savings Distribution Sheet) is the heart of the Budget Organizer. After all, the main purpose of the budget is to protect savings!

The Form 4 allows you to have a visual picture of where you have allocated your saving dollars. This sheet does not normally include savings that you might have in retirement plans. The savings on this sheet are specifically for known major purchases. The idea is to start paying cash for your major purchases rather than borrowing the money.

The balance on this sheet will be a reflection of the total amount that you have in your savings account. The money in this account is not meant to be an investment. Your primary concern for this money is that it be in an account that offers safety and stability of principal along with liquidity. Although this money is not an investment, you do want to get the best rate possible. A good place for this money would be in a money market mutual fund (MMF), a credit union account or even a NOW account at your local bank. MMFs are essentially as safe as insured money market accounts offered by banks, have check writing privileges and charge no withdrawal penalties, but pay 1%-1.5% more (see other concerns - The 5 Step Plan).

If the item that you are saving for is not going to be purchased for at least 5 years, then you might want to consider investing that money in a stock mutual fund in order to take advantage of the potentially higher returns. Time periods of less than 5 years can subject you to fluctuations in the stock market that might result in a loss of your principle at a time when you need the money. Saving for a replacement automobile might be a good example. But before *investing* your auto savings, be sure to put aside enough cash for auto repairs ($1,000-$1,500).

Form 5 - Debt Repayment Plan #1

Located behind the debt tab, in addition to the Form 3, you will find a Form 5 and Form 5a. These forms are designed to be used to help you track and eventually eliminate your non-mortgage consumer debts (auto, credit card, furniture, medical, student loans, personal loans, etc.). The plan that you use is dependent on your situation. (see publication FF-03)

In order to determine which plan is right for you, you must first list all of your debts including their current balances and minimum monthly payments. List these debts, in order of their balances, starting with the lowest balance first. Next, get a total of the minimum monthly payments for all of your debts. If you are able to pay the minimums on all of your debts and continue to meet your other budgeted expenses, then you should use plan #1.

Your goal should be to eliminate the first debt as soon as possible. It might require that you sell something, get a temporary part-time job or simply cut back temporarily until this debt is eliminated. The first debt is a very important debt to eliminate. When this debt is eliminated, the ball gets rolling. The money that you were paying on this first debt is now added to the payment being paid on the second debt. This now becomes your "Adjusted Payment" for the second debt. The process is repeated with the elimination of each debt. As you can see the momentum continues to grow.

Getting out of debt is more emotional than logical. Seeing your debts eliminated is the strongest reinforcement possible for encouraging you in your journey to become debt free! (see Other Concerns - The 5 Step Plan)

Form 5a - Debt Repayment Plan #2

When you are unable to pay the minimums on your debts, you will have to use Form 5a to manage your debt repayment (at this point, forget your credit rating). When using this plan remember, provide for your family first, then pay your debts!

Using this plan will require that you establish a close working relationship with your creditors. In some cases your debt(s) will have been turned over to a collector. If at all possible, you want to reestablish a relationship with your creditor. The collector has one and only one purpose, to get as much money from you as possible, as soon as possible. More than likely, the collector has bought the debt from the creditor and is therefore highly motivated to get a return on their investment as soon as possible. The individual collector is also probably working on a commission based on the amount collected. I recommend that you get a copy of the brochure put out by the Federal Trade Commission titled, **"Fair Debt Collection".** You can obtain one by calling (202) 326-3650 or contact C.O.E., Inc. This pamphlet outlines the laws governing debt collectors as per the Fair Debt Collection Practices Act.

The key word when using plan #2 is COMMUNICATION! You must effectively communicate to your creditor your sincere intentions to repay the debt in full. Let them know that after meeting the basic needs of your family, any extra money you receive will be used to reduce your debts. You must gain the creditor's confidence. Attempt to negotiate the interest. Try to get the creditor to lower the rate or possibly eliminate any future interest all together.

I strongly recommend that you mail a copy of your monthly budget and debt repayment plan to all of your creditors on a monthly basis. Let them know that you are in control and that you have a plan that will work. Many creditors will work with you if they are convinced that you have a workable plan. They understand well the consequences of a bankruptcy when it comes to collecting on unsecured debts. This is why you want to do everything possible to work with the creditor rather than the collector. The collector has normally purchased your debt from the creditor at a ridiculously low percentage of its original value. Although they have the potential of huge profits, experience tells them that it is a race against the clock. The collector knows that when there is one bad debt there are usually more. They also know that when the creditor gives up on you, the pickings are going to be slim-to-none.

When using a reduced debt payment plan such as the Form 5a, you need to attempt to get the approval of your creditor. If they are hesitant to participate, pay them anyway and keep good records. Send them more mail than they send you. Make your mail return receipt requested. This will avoid hearing, "Mr. Jones, we have no record of ever receiving that check." Be proactive!

NOTE: If you are overwhelmed by debt and are unable to make minimum payments, I recommend that you call the Consumer Credit Counseling Service office in Atlanta @ toll free **1-888-771-HOPE**. By setting up a telephone appointment with a debt counselor, you can determine if it is possible for CCCS to coordinate a more workable debt repayment plan with your creditors.

CCCS-Atlanta has a long history of helping clients in debt, and it is very experienced in setting up repayment plans with creditors. Because of the volume of clients it represents, the relationships it maintains with credit grantors, and the sophisticated back office systems developed for communicating with and moving funds to creditors they have a strong track record of success.

Form 6 - Creditor List

The Form 6 is simply a form that helps you become better organized. It is located behind the debt tab. Knowing who your creditors are and where they can be contacted is essential. Keeping the communication lines open is a key element in maintaining a trust relationship with your creditors as you repay them.

Form 7 - Balance Sheet

Form 7 is another tool to help you keep organized. This sheet is the very last page in the Budget Organizer. Subtracting all of your liabilities (debts you owe) from your assets (stuff with value), will give you a realistic picture of how wealthy you really are. Too often, our society confuses an abundance of material possessions with wealth.

A good way to tell if you're considered wealthy for your age, compute the following formula:

$$\frac{\textbf{AGE x ANNUAL INCOME}}{\textbf{10}}$$

This does not include any inherited wealth. Its only what *you* have accumulated. For example, if you're 40 years old and your realized (after pre-tax withdrawals) annual household income from all sources is $80,000, then your formula would look like this:

$$\frac{40 \times \$80{,}000}{10} = \$320{,}000$$

(This will not give you an accurate picture if your income has varied significantly during the last few years. Use an average income to be more accurate.)

Other Concerns

The Colored Tabs

The colored tabs in the Budget Organizer are used to help accentuate priority. The **"Green"** tabs indicate categories that are considered very high priority. These categories should be funded every month.

The **"Yellow"** tabs represent categories that might be reduced for a short period of time. During the initial phase of establishing the budget, the first order of business is to build a cash reserve (see publication FF-06). Funding the yellow categories with caution will allow you to accelerate your ability to build a cash reserve (see Other Concerns - The 5 Step Plan).

The **"Red"** tab is a tab that you want to avoid - stop, danger, don't do it, help!

The **"White"** tabs are for optional categories. They might be used seasonally to track the spending of Christmas or vacation savings. The white tab could also be used to track non-household expenses such as business travel expenses.

The **"Purple"** tab represents riches. When you are able to begin funding your long-term savings, the first place you should start is in your pre-tax plans such as IRAs, 401(k)s, etc. (see Other Concerns - The 5 Step Plan; publication FF-07)

The 5 Step Plan

The 5 Step Plan (see publication FF-06) is a systematic plan for building a financial foundation and securing your financial future. The plan outlines a step-by-step approach for getting in control of your finances.

Steps one, two and three of the plan make up the *foundation* and should be completed in sequence. Steps four and five are the steps that secure your financial *future* and can be started simultaneously after, and only after, you have completed the first three steps. As each step of the plan is completed, check the box on the checklist located in the front of the Budget Organizer and then move on to the next step.

Foundation:

Step One is to build a cash reserve in your checking account. This step allows you to stop living paycheck-to-paycheck. The ideal is to have one month's expenses in your checking account on the first day of the month. As your bills come due, you can pay them without waiting for your paycheck to be deposited. As money goes out (bills), money comes in (income). When the new month rolls around, there should again be enough money in the checking account to pay all of your expenses for the upcoming month *and* make a deposit into your savings account.

If your income stream is relatively small, you might want to consider building your checking account balance to only two weeks worth of expenses. Regardless of your income, don't move to step two until you have at least a $1,000 surplus in your checking account at the end of the month. This is a must! This money will be used to pay for any unexpected emergencies that might arise while you are completing step two.

Step Two is to direct all of your savings and extra income towards the elimination of your consumer debts. You will need to follow the debt repayment plan (Form 5/5a) to accomplish this step (see publication FF-03). If at anytime your checking account surplus falls below one month ($1,000 minimum), stop paying extra on your debts (pay minimums only) and direct your savings toward rebuilding your checking account balance back up to one month ($1,000 minimum). When this is done, continue with the last step you were on - in this case it was step two.

Step Three is to direct your savings towards establishing a real emergency fund. The amount of your emergency fund should be three to six times your monthly expenses. This money should be kept in a place that guarantees safety and stability of principal and is completely liquid (easily converted to cash). A good place to store this money would be in a money market mutual fund (MMF), a credit union or even a NOW account at your local bank. MMFs are essentially as safe as insured money market accounts offered by banks, have check writing privileges and charge no withdrawal penalties, but pay 1%-1.5% more. There is a column reserved for your emergency fund on the Form 4 (Savings Distribution Sheet). This money is designed to be used for things such as an unexpected job loss, medical, auto, etc. Until this account is established, your temporary emergency fund will be the surplus in your checking account. If you were previously not able to build your checking account to the suggested one month, now would be a good time to do it - before you move on the step four.

Future:

Step Four is to start saving money for the major purchases in life. These things include: Christmas gifts, vacations, auto repair/replacement, new computer, new furniture, appliances, down payment on a home, etc. The reason you must save for known major purchases is to avoid DEBT!

Decide what you need, direct a portion of your savings toward that goal and when the money has been saved (and not before) pay cash for the item. Make a commitment to never again borrow money to purchase things that have the potential to go down in value (this includes practically everything except a house).

Step Five is to start saving for your retirement. I recommend that you start with any pre-tax qualified plans that are available to you such as your IRA or a company 401(k). (see publication FF-07)

Irregular Income

If you have an irregular income, you should establish your initial budget based on an average income month (considering that there is an income history). If you don't have an income history, use the lowest projected income.

People with irregular incomes (commissioned sales, self-employed, etc.) need to learn not to adjust their standard of living to the high income months. Building an emergency fund equal to one years expenses would not be unreasonable.

As you establish your financial foundation (steps 1-3), you will need to pay particular attention to the colored tabs - green tabs first then yellow tabs (see Other

Concerns - The Colored Tabs). If money is slow to build up, use the priority system to decide which category to pay first. Notice that I put a high priority on paying yourself first. It is only by doing this that you will avoid getting caught in the debt spiral.

Using Envelopes

If you really want a fail safe method to enforce discipline in a particular category, try the envelope system. Take for example the category entertainment and recreation (E&R). Let's assume that you budget to spend $100 next month in E&R. Before the month begins, get a check cashed for $100 and put the cash in an envelope. When you spend money in this category, only spend the cash in the envelope. When the envelope is empty, stop spending! It's that easy - and it works!

If you want to use this system for a larger amount of money but don't want the cash for the whole month to be in the envelope, just put enough in for a week at the time. With your debit card, you can go to any ATM (preferably one that doesn't charge you a fee) and zap it for some cash. Just remember to put the cash in the envelope for which it was designated and try not to spend it before you get home.

Using Your Computer

Before you decide to use your computer to do the monthly budget, I recommend that you answer a couple of questions. First, does my spouse (if married) feel comfortable with the computer and find it enjoyable to use? Secondly, is the computer located in an easily accessible location that will make it easy to make budget entries and monitor spending on a day-to-day basis? If the answer is "no" to either of these question, then I recommend that you limit the computer to keeping a spending record while you maintain a manual budgeting system.

If you would like to either have a complement to your manual system or use the computer solely to do the monthly budget, you might want to get a copy of my Computer Budget Planner. It is an excellent tool for helping you to plan your monthly budget or it can be used as a stand alone budget system (requires Windows 95/98 and Microsoft Excel).

Debt Consolidation

Should you consolidate your debts? Debt consolidation has been growing in popularity as consumer debts have risen and more and more people are scrambling to manage their debts. Banks and lending institutions see this as a tremendous opportunity for profits.

Most consolidations are marketed as offering you one easy payment that is less than the total of all of your existing payments. How is this done? Either by lowering the interest rate or by extending the terms - or both. So don't be fooled when you see an advertisement that guarantees you one easy low payment. You might find out that the one easy low payment is for a term that is ten years longer than your existing payments (resulting in you paying more interest than before).

The most important point to be made in reference to debt consolidation is that, it is not a fix in itself. If you haven't corrected the problem that got you into debt in the first place (overspending), don't consolidate! If you are not using a written budget successfully to manage your spending and have not implemented a debt repayment plan (Form 5/5a) - you should not consolidate! If you haven't fixed the problem that got you there, debt consolidation is merely a free ticket for the financially undisciplined household to run up debts AGAIN - and then you are in a real mess!

Small Business Concerns

The most challenging task that the self-employed sole proprietor faces is keeping his/her personal financial life separate from the business finances. You must have two separate sets of books - one for your personal life and one for your business. I strongly recommend that you have the business write you a payroll check from the business checking account on a regular basis (weekly/bi-weekly/monthly). Deposit that check into your personal checking account and operate your personal budget with that money.

Another common problem among small business operators is taxes. Always deposit an adequate percentage (normally 20-25%) of every dollar earned into a separate account/category labeled taxes. This will insure that when tax time comes, you will not get caught short. The tendency in a start-up business or struggling business is to use every penny you make to either pay yourself, your employees, buy materials or supplies or even attempt to grow the business prematurely. The results of poor planning are usually the downfall of the business and with it goes your personal financial life. Remember, The Small Business Administration says that the number one reason for small business failure is poor planning. **Don't become a statistic!**

Review Questions

1. What are the four key elements that are crucial to making any budget work?
2. What is the difference between a "budget" and a "spending record"?
3. Why is it important for the budgeting process to be a joint effort (if married)?
4. What is the purpose of the colored tabs in the budget organizer?
5. Explain how the envelope can be used and give an example.
6. Read Luke 14:28-30. Although Jesus was teaching on discipleship, what principle was he using to illustrate his point?
7. What are some advantages for using a monthly budgeting system to manage your household finances?
8. List some of the reasons why you are not using a budget or if you are using a monthly budget, list some of the reasons why you are.
9. What are some key points to consider if you are have an irregular income?
10. In addition to the budget, you must always remember to balance your _______________?

SCRIPTURE REFERENCES

"Go to the ant, thou sluggard; consider her ways, and be wise: Which having no guide, overseer, or ruler, Provideth her meat in the summer, and gathereth her food in the harvest." Proverbs 6:6-8

"The soul of the sluggard desireth, and hath nothing: but the soul of the diligent shall be made fat." Proverb 13:4

"The wisdom of the prudent is to understand his way: but the folly of fools is deceit." Proverb 14:8

"The simple believeth every word: but the prudent man looketh well to his going." Proverb 14:15

"He also that is slothful in his work is brother to him that is a great waster." Proverb 18:9

"The thoughts of the diligent tend only to plenteousness; but of every one that is hasty only to want." Proverbs 21:5

"He that loveth pleasure shall be a poor man; he that loveth wine and oil shall not be rich." Proverb 21:17

"Seest thou a man diligent in his business? He shall stand before kings;…" Proverb 22:29

"Be thou diligent to know the state of thy flocks, and look well to thy herds." Proverb 27:23

"He that tilleth his land shall have plenty of bread: but he that followeth after vain persons shall have poverty enough." Proverbs 28:19

"He that hasteth to be rich hath an evil eye, and considereth not that poverty shall come upon him." Proverb 28:22

"..if riches increase, set not your heart upon them." Psalm 62:10

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