



HOW TO MANAGE MY LIFE THE SMART WAY: CHECKLIST

TO DO	ALREADY DONE/DOING	WHEN I PLAN TO DO IT	COMMENT
1. OPEN BANK ACCOUNTS UNDER MY NAME			
In my home country			
In the country where I work			
2. GOOD MONEY MANAGEMENT PRACTICES			
Have a monthly budget for this year			
Check my expenses every month (app or notebook)			
Save for my Emergency Fund (3 to 6 months salary)			
3. MAKE MY HEALTH A TOP PRIORITY			
Get a health insurance for myself (check with my employers) and my direct relatives (parents and children) back home			
Go to the doctor for a general check-up every year (2 years maximum)			
Go to the dentist for a general check-up every year (2 years maximum)			
Go to the gynecologist every year (2 years maximum)			
4. INVEST IN MYSELF			
Write a list of classes I want to enrol in and when			
Morning/evening rituals (the ones suggested in this course or others)			
Practice exercises every day or week			
Review my dreamboard and life plan every 6 months (appointments with myself)			
5. FILE PAPERS IN FOLDERS AND MAKE AN ONLINE COPY (USING DROPBOX OR GOOGLE DRIVE)			
For myself and relatives I am in charge (children and parents):			
Identity papers: birth certificate, passport, visa			
Education: all diplomas and certificates (including online education)			
Finance: all insurances and investments, my will (what happens to my belongings if I die)			
Health: insurance and previous medical records (also family medical history)			
General: emergency numbers (police,...) and contact numbers of employer, emergency contact list (from employer if something happens to them and to give to your employer should something happens to you)			