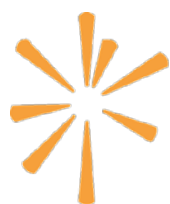


# FINANCIAL COACHING WORKBOOK

YOU MUST BE THE CHANGE YOU WISH TO SEE IN THE WORLD

YOUR NAME



**SPARKPOINT**  
SKYLINE COLLEGE



## Getting Started

Congratulations on your commitment to improve your financial strength by utilizing financial coaching at SparkPoint at Skyline College. You now begin a rewarding journey of work with your own personal financial coach to identify and make progress toward your financial goals.

Your workbook includes eight modules composed of multiple learning objectives. Consider these modules as descriptions of the kind of work that can be done. **The content** for these sections will be provided during your coaching sessions.

Your workbook illustrates the range of what is possible\* through SparkPoint at Skyline College financial coaching. While most sections build upon the previous section, your work can be customized and sequenced to your personal financial needs. Work with your coach to determine your goals and objectives, which you customize based on your circumstances. You decide the work that is right for you.

Congratulations again on a great decision. The return on your investment of time and commitment may be greater than you now realize! Your success is our success. We wish you the best.



## MODULES OF FINANCIAL COACHING

1	Introduction To Financial Coaching
2	Setting Your Financial Goals
3	Tracking Your Progress
4	Benefits Eligibility
5	Understanding Credit
6	Building Your Savings
7	Creating A Budget
8	Follow-ups



# MODULE ONE

## INTRODUCTION TO FINANCIAL COACHING

Module One is an introduction to financial coaching during which you will learn about SparkPoint tools and resources, gain an understanding about the basics of financial coaching, and set expectations with your coach.

After completing this module, you will learn to:

1	Identify Spark Point Services
2	Learn when and how to use Spark Point Services
3	Complete Welcome Form
4	Define Financial Coaching
5	Determine your Length of Commitment to the Financial Coaching process
6	Identify next Steps toward Achieving your Financial Goals

# MODULE TWO

## SETTING YOUR FINANCIAL GOALS

During **Module Two** you will work with your financial coach to identify personal financial goals that you would like to achieve within 3 years. You will also develop a plan for achieving those goals and start practicing positive financial behaviors that will lead to success.

After completing this module, you will accomplish the following:

1	Gather information to complete a SparkPoint Baseline Assessment
2	Learn how to create a S.M.A.R.T. goal
3	Identify 1–3 financial goals that you would like to achieve within 3 years
4	Identify next steps towards achieving your financial goals
5	Start practicing positive financial behaviors towards achieving your financial goals



# MODULE THREE

## TRACKING YOUR PROGRESS

In **Module Three** you and your financial coach will complete a Baseline Form, or a snapshot of your financial state at the beginning of your journey toward financial strength. This will allow you to measure your progress toward meeting the financial goals you established in Module 2. You and your financial coach will complete a Follow-Up Assessment every 90 days to help you stay on track.

After completing this module, you will accomplish the following:

1	Collect your financial documents using your “Baseline Documents Checklist”
2	Create a Baseline or “Snapshot” of your current finances
3	Complete Follow Up Assessment in 90 days
4	Continue to identify next steps to achieving your financial goals

# MODULE FOUR

## BENEFITS ELIGIBILITY

In **Module Four** you will learn about public benefits available in your county. These include medical, food assistance, income support and much more. You will learn about resources and programs that will assist in determining your eligibility for these services through a public benefits screening. You will access support in applying for and obtaining benefits that can contribute to your financial goals.

After completing this module, you will accomplish the following:

1	Learn about available public benefits
2	Complete public benefits screening
3	Apply for public benefits
4	Continue to Identify next steps toward achieving your financial goals

# MODULE FIVE

## UNDERSTANDING CREDIT

In Module Five you will learn about credit and how your financial behaviors affect your credit history. You and your financial coach will obtain a current credit report and discuss your score. Together, you will identify positive behaviors you can adopt to build credit and improve your credit score.

After completing this module, you will accomplish the following:

1	Understand the basics of how credit works
2	Obtain a credit report with your financial coach
3	Understand how to read credit reports
4	Obtain your credit score
5	Identify next steps towards improving your credit score





# MODULE SIX

## BUILDING YOUR SAVINGS

Module Six focuses on savings and responsible spending. During this module you will determine the difference between your needs and wants so you can become a more responsible spender. You will also work with your financial coach to establish savings goals and identify needed tools and resources.

After completing this module, you will accomplish the following:

1	Clarify Needs vs. Wants
2	Identify savings goals
3	Identify savings tools that will work for you
4	Continue to identify next steps to achieving your financial goals



# MODULE SEVEN

## CREATING A BUDGET

In **Module Seven** you and your financial coach will create a spending plan that shows your monthly income and a detailed list of your monthly expenses by category. This will allow you to visualize your spending habits so you can identify strategies to improve them and make progress toward achieving your financial goals.

After completing this module, you will accomplish the following:

1	Identify your fixed monthly income and expenses
2	Create a budget or spending plan that reflects your needs, values and goals
3	Implement your spending plan
4	Continue to identify next steps toward achieving your financial goals
5	Set up a follow-up snapshot appointment



# MODULE EIGHT

## FOLLOW-UPS

As you continue to meet with your financial coach, you will make progress towards your goals and you may determine the need for new goals. In **Module Eight** you will reassess your progress and identify any new goals that you would like to achieve.

After completing this module, you will accomplish the following:

1	Revisit your financial goals and measure the progress you have made
2	Identify next steps towards continuing progress of reaching your financial goals
3	Identify new goals and continue working with your financial coach



**Skyline**  
COLLEGE

SPARKPOINT AT SKYLINE COLLEGE IS  
PART OF THE UNITED WAY OF THE  
BAY AREA SPARKPOINT INITIATIVE



This workbook was written by Melanie Espinueva, M.S. | Counselor, SparkPoint at Skyline College and  
edited by William Watson, Ed.D., Andrea Doffoney Anyanwu, M.P.A., and Heather Smith, M.P.A.  
[WWW.SKYLINECOLLEGE.EDU/SPARKPOINT](http://WWW.SKYLINECOLLEGE.EDU/SPARKPOINT)



## **SKYLINE COLLEGE**

[WWW.SKYLINECOLLEGE.EDU](http://WWW.SKYLINECOLLEGE.EDU)

DR. REGINA STANBACK STROUD | PRESIDENT

3300 COLLEGE DRIVE | SAN BRUNO CA 94066

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT

## **GOALS OF FINANCIAL COACHING**

BUILD CAREERS

INCREASE SAVINGS

GROW CREDIT

DECREASE DEBT

REVISED MARCH 2013