CHECKLIST · FINANCIAL MANAGEMENT

FREE PREVIEW

Weekly Expense Review



Regular expense reviews help you manage your budget, identify savings, and stay financially organized. Use this checklist to track and analyze your weekly spending.

9 steps · Print-ready A4

NAME	START	TARGET DATE

1 **Set a Weekly Review Time**

Choose a consistent day and time for reviewing your expenses to establish a routine.

EXAMPLE *“Sunday evenings at 7 PM, right before planning my week.”*

2 **Gather Financial Records**

Collect receipts, bank statements, and transaction logs for all expenses during the week.

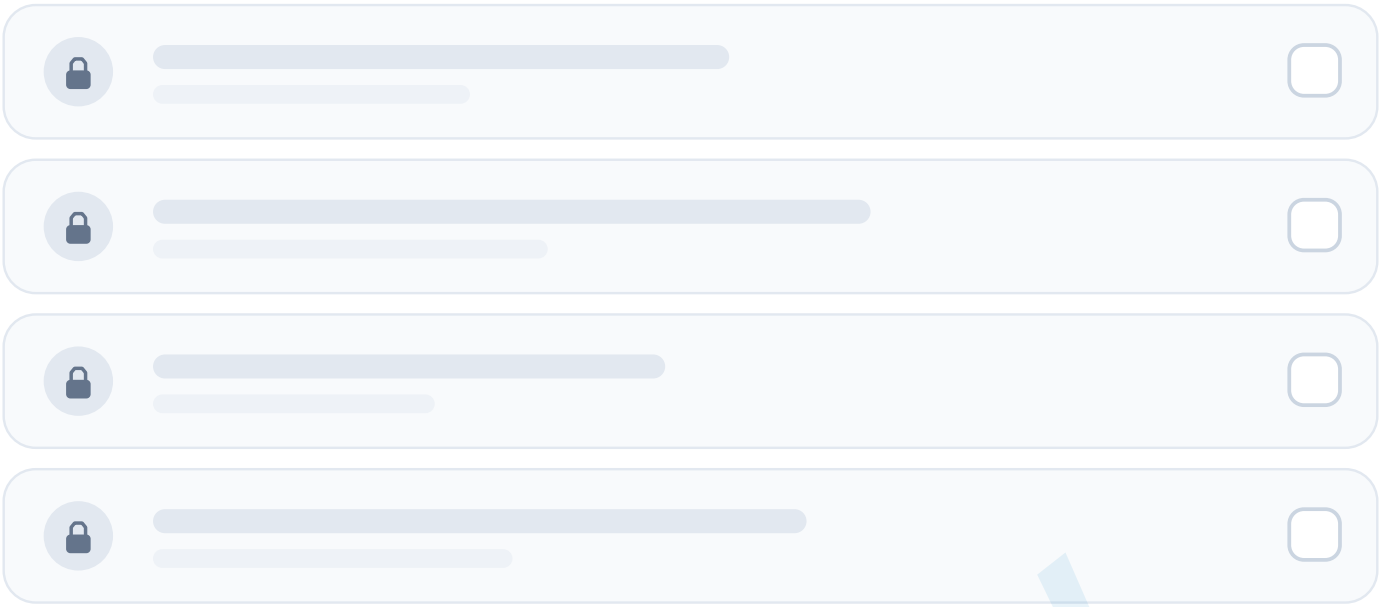
TIP *Use a digital expense tracker or app to consolidate records and make review sessions faster.*

3 **Categorize Expenses**

Divide spending into categories like groceries, dining out, bills, entertainment, or personal care.

TIP *Add a miscellaneous category for one-off expenses that don’t fit into other groups.*

PREVIEW



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PREVIEW