



Cut The Budget!

Excel Spreadsheet

**** Guide & User Manual ****

Contents

Summary 3

Introduction..... 4

Why do you need to cut your budget? 5

How long do you need to cut your budget for? 6

PRACTICAL steps to cutting your budget 8

 1. Open up your “Cut the Budget Spreadsheet” 8

Column Headings 9

 Category 9

 Description of spend 9

 Weekly expenditure..... 9

 Monthly expenditure.....10

 Annual expenditure10

 Averaged Monthly Outgoings.....10

 2. About Creating Categories.....11

 5. Work on each category to reduce your budget 12

 6. View the summary!..... 12

Do what works for you.....14

Cutting the grocery spend 15

 Get minimalist with your spending – purchase DELIBERATLY.16

Cutting the budget for alcohol 17

Cutting the budget for pets 17

Budgeting with Children18

Money Minimalism19



How to cut your budget without feeling too deprived.....19

 Do the self-work.....19

 Treat yourself 20

 Be deliberate with ownership 21

 Make money from things you already own..... 21

Cutting business budgets.....22

 PROS of cutting the budget22

 CONS of cutting the budget23

Conclusion.....23



Summary

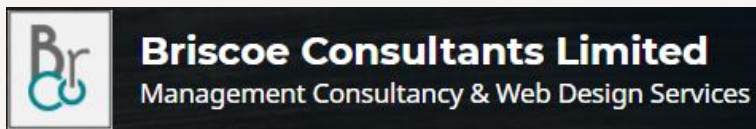
This user manual has been created to help you get the most out of your new download.

Your download file should have the following:

- An Excel files including
 - 3 sheets
 - Income
 - Spend
 - Summary
- This user manual
- A surprise thankyou bonus!

This guide will take you through each element of the workbook with screenshots – so you always have it to refer back to if you get lost.

I am constantly working on new tools so please do come back and visit me at any of my various homes to see what else I might be able to help you with.



Introduction

Generally speaking, cutting your budget means restricting what you spend and cutting back on luxuries, but doesn't sound too much fun does it?

In this workbook we will show you how to use the accompanying spreadsheet, a few tips and tricks on how you can get what you need for less, some ideas on how you can keep more of what you have (financially speaking) and, perhaps more importantly – how to **feel good** about **not** buying the stuff that you **don't** need!

I know that's a bit of a tall order and we are all in very different financial situations so what works for one person may not work for another, it's never going to be a one size fits all.

We get it, but nevertheless, there are a few things we can all try, and even if only 1 or 2 of them work for you, you'll still be a step ahead of where you are right now so you've nothing to lose right?

Why do you need to cut your budget?

Let's start with your "why".

Nobody cuts their budget for the pure joy of the experience, so what's your driving force?

Do you want to cut down on spending because you feel like you "kind of should really" or do you have a more pressing reason?

Are you trying to pay off debt, buy a special gift, save for a holiday, a car, or simply just financially survive the pandemic without going bankrupt or maybe even survive after bankruptcy?

Whatever the reason, please get a notebook or write in the box below details of your "WHY" & be as specific as you can!

This is my why:

How long do you need to cut your budget for?

Is it a short-term solution you're looking for, maybe just to spin out your money until payday? Or do you need to make some longer-term changes?

Either way you will need to wrap your head around what this means on a day-to-day basis.

If you cut back too much and try to stick to it indefinitely then unless you have some superhuman powers (you really should find a way of monetizing these if you do!) then you will break at some point.

We all know what that means.....

Breaking a budget is like breaking a diet, it activates the “f*ck it” button.

We don't just go back to spending (or eating) how we did before the restriction – oh no, we SPLURGE.....

We go mad with excess just because the restriction felt too restrictive. We human beings are not built for this kind of constraint.

So what's the solution?

Enjoy it!!



No, I'm serious.

If you are sticking to a strict budget for a week, put a few \$/£ aside for your reward at the end of the week.

Sound silly?

It's not, honestly. This is backed by a load of actual research and science stuff.

So before we dive into all the practical solutions that you can start to apply to your budget planning, get a piece of paper out right now (or use that same file that has your WHY in it) and write down how much you will allocate to your reward and what that will be.

Got it?

Great, let's move on to the plan!

PRACTICAL steps to cutting your budget

1. Open up your “Cut the Budget Spreadsheet”

The first step in editing your budget is to track all your income and expenses.

You can print this off and write it in manually if that feels good for you or you can use either the files you have downloaded in excel or google sheets.

Don't forget to save your download file somewhere that you won't lose it.

Start by writing down everything that goes on in your financial life with regards to CURRENT income & spend.

	CURRENT INCOME			
Income Description	Weekly Income	Monthly Income	Annual Income	Averaged Monthly Income
Income From Employment / Self Employment				£0.00
Income From Savings & Investments				£0.00
Pension / Annuity Payouts				£0.00
Government Benefits				£0.00
Gifts From Family / Friends				£0.00
extra part time job				£0.00
Other Income				£0.00
Other Income				£0.00
INCOME TOTAL				£0.00

There are some sample descriptions in the sheet that might help you but feel free to delete these if they do not relate to you.

As you can see, there is a calculation in the sheet that automatically works out what your monthly income will be based on your inputs into the weekly, monthly or yearly columns. all you have to do is make sure that you only enter numbers into these fields, it will automatically add the \$ or GBP sign, so you don't need to add that in.

This is really useful if you get money at odd times in the month or the year, just add in when you usually receive it, and the totals will work themselves out – just like magic!

Next you will need to enter all your expenditure into the SPEND tab: like this.....

		CURRENT SPEND			
Category	Description of Spend	Weekly Spend	Monthly Spend	Annual Spend	Averaged Monthly Outgoings
Children	Childcare/Play Schemes				£0.00
Children	Baby Sitting				£0.00
Children	Children's Travel				£0.00
Children	Laundry/Dry Cleaning				£0.00
Children	Nappies/Baby Extras				£0.00
Children	Pocket Money				£0.00
Children	School Meals				£0.00
Children	School Trips				£0.00
Clothes	New Clothes				£0.00
Clothes	New Children's Clothes				£0.00
Clothes	Work Clothes				£0.00
Consumables	Food and Household Shopping				£0.00
Consumables	Eating Out				£0.00
Consumables	Coffees/Sandwiches/Snacks				£0.00
Consumables	Drinks for Home				£0.00
Consumables	Drinking Out				£0.00

Column Headings

Category

Here you will notice that there is an extra column for you to add a category for your spend.

I strongly recommend that you use this field as you will see how useful this is when we get to the summary page to group your spend together.

Description of spend

Write in here a description of what the spend is for – e.g. food, electricity bill etc.

Weekly expenditure



IF you pay this out weekly, add in here the amount, if you pay for this monthly or annually, then leave this cell blank.

Monthly expenditure

IF you pay this out monthly, add in here the amount, if you pay for this weekly or annually, then leave this cell blank.

Annual expenditure

IF you pay this out annually, add in here the amount, if you pay for this monthly or weekly, then leave this cell blank.

Averaged Monthly Outgoings

THIS IS A CALCULATED FIELD – please do not type in this cell.

This formula takes everything in your weekly, monthly and annual expenditure and averages it out into a monthly amount.

So if for example you spend £40 per week in the local shop for general food items, \$80 per month on your “big shop” and maybe you have an annual subscription charge for specialist kimchi direct from Korea of £200, then your entry might look like this:

Category	Description of Spend	Weekly Expenditure	Monthly Expenditure	Annual Expenditure	Averaged Monthly Outgoings
Groceries	food stuffs	£40.00	£80.00	£200.00	£270.00
					£0.00

This gives you an “average monthly spend of £270 which is captured in the summary sheet.

Or you could write it in like this:

Category	Description of Spend	Weekly Expenditure	Monthly Expenditure	Annual Expenditure	Averaged Monthly Outgoings
Groceries	local shop	£40.00			£173.33
Groceries	big shop		£80.00		£80.00
Groceries	Kimchi			£200.00	£16.67

The total average monthly spend is still the same £270 (173.33 + 80 + 16.67)

It's your choice how you want to see it.

All you have to do is make sure that you only enter numbers into these fields, it will automatically add the dollar / pound or euro sign so again, you don't need to add that in.

2. About Creating Categories

Lumping up expenses into huge categories is a good start but it does distract you from seeing the finer details if you leave it there– you do need to work through each part of the budget and pay attention to even the most minute expenses so that you can learn to cut costs in the right places – hopefully where you won't even notice it.

Remember, you are doing this because you want to, because you want more freedom with your money and money to spend on yourself and loved ones – remind yourself that this is a good thing you are doing.

Break down every expense into its own category.

For example, start with FOOD.

This could then be broken down into:

- Take out
- Eating in restaurants
- Big bulk shopping store
- Small local store
- Farm shops
- Amazon delivery shops

- Freezer shopping
- Organic wholefoods
- Household essentials (not food but you get the point)

Remember 1st step is just writing down what you already spend, we don't need to worry about the cutting bit just yet.

After food move onto household bills, insurances, credit card bills, etc..... you get the point.

5. Work on each category to reduce your budget

Now that you have organised your expenses into different categories, it is time to study each one and come up with a plan to reduce your budget.

The obvious ones speak for themselves.

- Can you reduce eating out?
- How can you reduce your grocery expenses?
- Is there a way to reduce the TV bill?
- Do you REALLY need the TV? There are so many free or inexpensive streaming services around these days, take a good look at all your options.
- When was the last time you checked your insurance policies?
- Is your mobile contract up? Can you get a SIM only deal cheaper?
- Could you switch utility provider?
- Can you move some credit card debt to 0%?
- Are you on the best mortgage product?

You could start by having a look at [TopCashBack](#), there a number of options for saving with these kinds of services that pay you to switch providers, and if that fails – just call up your existing provider and ask for a discount!! (honestly it works – I've done it!)

As you go through each of your spend item, write in the column....what your new spend will be.

6. View the summary!

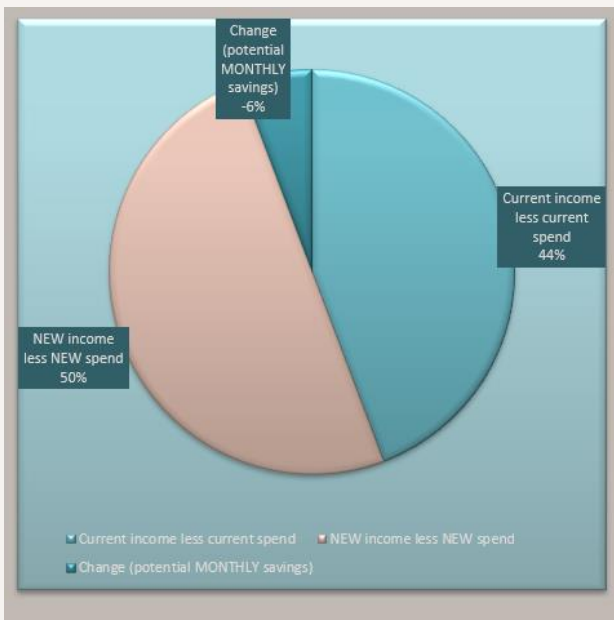
Spend Totals Per Month			
Categories	Averaged Monthly Outgoings	NEW Averaged Monthly Outgoings	Difference in Averaged Monthly Outgoings
Children	£41.67	£13.67	£-28.00
Clothes	£20.83	£8.33	£-12.50
Consumables	£108.33	£25.00	£-83.33
Credit	£0.00	£0.00	£0.00
Education	£0.00	£0.00	£0.00
Health	£0.00	£0.00	£0.00
Home	£0.00	£0.00	£0.00
Insurance	£0.00	£0.00	£0.00
Other	£0.00	£0.00	£0.00
Savings	£0.00	£0.00	£0.00
Special Occasions	£0.00	£0.00	£0.00
Transport	£0.00	£0.00	£0.00
Vacations	£0.00	£0.00	£0.00
(blank)	£0.00	£0.00	£0.00
Grand Total	£170.83	£47.00	£-123.83

Income Totals Per Month			
Income Categories	Averaged Monthly Income	NEW Averaged Monthly Income	Difference in Averaged Monthly Income
Gifts From Family / Friends	£0.00	£0.00	£0.00
Government Benefits	£0.00	£0.00	£0.00
Income From Employment / Self Employment	£5,000.00	£5,500.00	£500.00
Income From Savings & Investments	£0.00	£0.00	£0.00
Pension / Annuity Payouts	£0.00	£0.00	£0.00
Grand Total	£5,000.00	£5,500.00	£500.00

	Monthly	Annually
Current income less current spend	£4,829.17	£57,950.00
NEW income less NEW spend	£5,453.00	£65,436.00
Change (potential MONTHLY savings)	-£623.83	-£7,486.00

£150.00

The summary page will show you 2 pivot tables – to make sure that these reflect the data that you have entered into the spend and income tabs, click in the table and go to just go to the PivotTable Analysis tab at the top of your excel menu bar and find the “refresh” icon, click the drop down arrow and select “refresh all”.



Here you can clearly see how much small changes can really add up to large savings over time, summartied her in monthly and annual totals!

Keep track of this as you make the changes so you can always see how far you’ve come.

Do what works for you

Keep in mind that cutting budgets looks different from one household to another – you can't get this wrong, it really is just about finding what's right for you in your unique situation.

A mum of 5, a single retiree, and a newlywed couple will all have different options when it comes to where they feel that they have to spend money and where it is least important.

Remember – you don't have to break your back trying to fit into what everyone else is doing, do what works for you.

Similarly, if you try something and it doesn't work for you, try again, or make small adjustments so that you can live comfortably – or at least sustainably.

Even though it is difficult at first, you may find that there are things you felt you couldn't live without when you started this work but after a few weeks you really just don't miss them.

Push through these feeling though, it's a readjustment and it will pass, just like giving up smoking or carbs, the pain will pass, and you'll feel soooooo good!

Always keep the end in mind and focus on the final objective of the cutting – this is why it's so important to define your why in as much detail as possible before you start.

Let's dig deeper into how you can cut spending in specific household categories:

Cutting the grocery spend



The best way to cut spending on your grocery budget is to find local shops that provide high quality REAL food at the cheapest price.

There are always less expensive stores that you can buy from in bulk but keep in mind that this can sometimes be a false economy as we often end up buying 20 of something that we don't really want just because it's a good deal!

If you are on the fence about buying 1 of a particular item, don't buy more just because it works out cheaper.

This is especially true if you have debt. If you spend \$50 on something that will last you 6 months (or longer) but maybe don't even need in the first place, those items have cost you \$50 PLUS the interest on the debt you could have paid off with that same \$50.

To explain what I mean – a \$50 balance on a credit card at 20% apr costs you about \$10 per year, \$500 costs you \$100 and so on.

I know it doesn't look like much if we just look at 1 purchase but how many times over the year do you buy stuff “just in case you might need it”?

Then it just sits in the cupboard or garage gathering dust when you could have used that money to pay off a debt that COSTS YOU MONEY every single day.

This is what's called an **opportunity cost**. You spent the money on 1 thing and by doing so you LOST the opportunity to put it somewhere else.

Get minimalist with your spending – purchase DELIBERATLY.

Use up what you have in the many cupboards and freezers around the house and buy only what you need to make meals for the next week, and then the next and so on.

Track how much you are NOT spending by doing this.

You can also look into local farmer's markets that might give you more for less and shop at times when the supermarkets are marking the days items down before they go out of date.

If you are shopping only when you need to, or you can freeze the items you buy – it's a great way to save.

Another way to cut the grocery spend is to stop eating out. (no surprise there eh?)

When you reduce the amount of eating out that you do, you'll be forced to cook more nutritious meals at home – who knows, you might even like it.

This will save a lot of money in the long run, especially when you realise that you can make tasty food at home!

Cutting the budget for alcohol

Like most things, cutting the budget for alcohol requires a step back and rethinking of your choices, not to mention an understanding of addiction.

We all have addictions, it's just that some are more socially acceptable than others.

I am by no means an expert in this field but I did love reading this [Russell Brands book on addiction – “Recovery”](#) which you might find is worth a read or a listen.

The first step **is admitting** that you need to reduce expenses on alcohol. From there, you can brainstorm ways to cut down your spending.

Why do you drink? Is it because you want to fit in with your friends? Maybe you need to cut out alcohol altogether. Find a way to save money while still keeping your life in balance.

Cutting the budget for pets



We all love our furry children, sometime just a little too much!

I'm guilty of this myself, I'll not spend money on the expensive coffee that I like but I will buy yet another indestructible dog toy (that's usually destroyed in less time than it would have taken me to drink the coffee!).

But when you need to pay off debt and save money, it is time to start looking for best way to cut spending on your pets.

Consider buying pet food in bulk or sourcing more inexpensive suppliers.

Buy pre-owned pet toys and beds or make your own at home and be sure to neuter or spay your pets so that you don't end up with more mouths to feed.

Budgeting with Children

Involve kids in your budgeting journey.

Let's be honest; you can get smaller children excited about almost anything, the bigger ones maybe not so much...

Let them join in on a no-spend month and find ways to get them to help you with cooking homemade meals and educate them in concepts like minimalism and zero waste.

This isn't only about how much you can save now by not buying sweets for the kids when you go to the supermarket, but it's a lifelong lesson for them that money is valuable and should be spend (& invested) wisely.

Even better, if you can show them how to invest the money that they save and how it GROWS if you don't throw it away on momentary pleasures, then you could really be saving their financial lives.

From an early age I would discuss new larger purchases with my daughter and let her choose what we would sell of the things she no longer wanted in order to buy the new thing.

I could not have predicted how valuable this early lesson would be – even as a teenager she has a really good grasp on the value of money, she buys second hand and sells what she no longer wants, and she really can't understand why her friends don't save any of their pocket money!

Parenting isn't an exact science but I'm so pleased that this particular lesson appears to have stuck!

Money Minimalism

Minimalism is a great concept to follow when it comes to cutting down your budget.

The minimalism movement is gaining a lot of popularity all around the world today.

People are standing up against consumerism – the concept that your happiness depends on buying shiny new things which although it gives us all a temporary little high is not actually connected to real happiness.

Be deliberate – buy only what you really need by deciding what is truly important to you.

This way, you stop expecting happiness from material goods that increasingly clever marketing campaigns are persuading us to buy.

How to cut your budget without feeling too deprived

Cutting your budget down is great and all, but what will you do when you feel deprived and unhappy?

Here are a few things to keep in mind before taking the leap:

Do the self-work

It's easy to say that you're going to quit all unnecessary spending – but think of the last time you make a cold-turkey decision like that – did you stick to it, or did you end up falling off the horse?

It's probably the latter.

We need to understand that some of the things we spend money on give us comfort and foster emotional connection.

We can analyse our spending habits and create budgets until the cows come home but you will never be able to let go of these expenses until you do the self-work needed to [break your compulsive spending behaviours and addictions](#).

Treat yourself

In addition to doing self-work, consider leaving some leeway in your budget.

A budget that is too tight and restrictive is like a tightly wound elastic band– it's bound to snap.

Treat yourself occasionally with the one thing you want.

Or, in the words of Ramit Sethi in [his book I Will Teach You To Be Rich](#): “Spend extravagantly on the things you love, and cut costs mercilessly on the things you don't.”

What would you most like to be extravagant with?

Going back to the point I made at the beginning, in addition to your little “I stuck to my budget reward treat” try to think of one or two luxury expenses that will bring you joy in the face of all the expense-cutting you are doing.

This is imperative long term, otherwise you will just end up back in the same situation again and again.

Be deliberate with ownership

Buy only things that bring direct value into your life.

Remember that the things you own are not a representation of who you are.

You don't need to own something just to feel good about yourself, cutting back and reducing spend can feel like a very negative thing to do but if you instead decide to be deliberate with what you OWN it's much more of a positive reinforcement.

Being more purposeful allows you to prioritise the things that matter to you.

This way, you can save that money you would have wasted so that you don't have to settle for less in the long run.

Having money saved up means that you can make better choices in the future.

Being more focused about what you consume by way of retail therapy and planetary resources frees up extra cash to invest and gain more money in your account.

Make money from things you already own

OK so it's a no brainer that cutting spending on unnecessary things is always a good idea both for your budget and the planet.

However, there are other ways to free up resources, so you don't have to pinch pennies and feel deprived.

In this case, you could sell some of those unnecessary things you have accumulated over the years or even make and sell things for resale – depending on your amount of free time and craftiness.



Explore your hobbies and find something that you can monetize. You could join a [Facebook group for knitters](#) and sell your designs there or check out some of these posts on side hustles.

Also, check out [10 Things in Your House You Can Sell to Make Money Fast](#).

Cutting business budgets

When it comes to a business, it's even easier to write off expenses as necessary or essential, often we can be a little more forgiving and ready to assign expenses as "business critical".

In looking for ways to cut costs and optimize your resources, consider the following:

- Are there office supplies that are lying around unused?
- Maybe you don't need all those professional subscriptions...??
- Do you need to review your insurances to make sure they are still fit for purpose and you're getting the best deals?
- Are you getting the best possible ROI on your marketing methods?
- Would it be better to increase social media marketing and reduce traditional marketing?
- Try increasing your networking capabilities for free advertising.
- Consider growing your mailing list to capture more customers and retarget old ones.
- Are you employing effective time management strategies?
- Have you automated expensive and repetitive tasks?
- Could you use software to track employee time usage and billable hours.
- You can offer incentives and bonuses to motivate your employees to be more productive for the same salary?

PROS of cutting the budget

- Making the ultimate decision to cut your budget saves time and money
- You can pay off debt years earlier (and save thousands in interest)
- You are setting a great example for your family and children

- You get closer to achieving your financial goals – whatever they may be!
- Financial Freedom is within your grasp!
- Peace of mind

CONS of cutting the budget

- It isn't easy to give up on things you like – even though you might not even miss them once you get used to it!
- It can be time-consuming to create a budget from scratch.
- Your friends may have some resistance to your changes in spending habits and your newfound “financial status”.
- You have to stick to it every day so that it becomes a sustainable habit.
- There will be good days and bad days – take the rough with the smooth, they all pass eventually.

Conclusion

Cutting your budget can only be successful when you do a deep introspection on what makes you tick.

Sometimes, things like fast food and retail therapy are ways to cope with difficult emotions. Decide on what you truly need to make you happy and why you are buying stuff you don't need.

Address any feelings of unworthiness that you are filling with food, drugs, shopping, or any other costly habit. Having a great budget and cutting it to the bone is irrelevant if these issues are not addressed.

If you are doing your best and there is still no wiggle room, get some help. There are loads of charities and funds around at the moment that can help you through a tough patch. Here are some resources to help you out:

[Transparent Hands Foundation](#)

YMCA

[United Way](#)

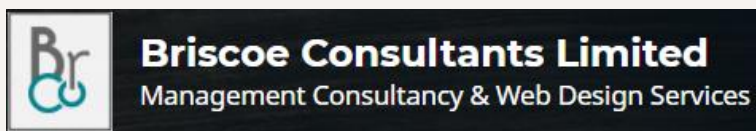
Don't forget that you are never alone. Get into a community where you can discuss your issues without judgement. Most of all, do not judge yourself, and never think that there is no way out. There is ALWAYS a way to resolve these things – It really is only money at the end of the day, and it can be fixed!

I found this great article for more budget cutting tips and trick on [“the motley fool”](#) (great money site!)



If you have any additional requirements or suggestions, please get in touch:
help@linzibee.com

I am constantly working on new tools so please do come back and visit me at any of my various homes to see what else I might be able to help you with.



Thank you for your purchase!

To show my appreciation for your purchase, I would like to offer you a FREE BONUS download, and to make sure it's the best fit for you – I've made a list of options.....

To be honest – my list of FREE options just keeps getting longer so please feel free to download as many, or as few as you like and call back anytime time to see what else I've added to the list!

Wishing you all the best.

Lindsey

[Click here to get your downloads.](#)