Gryphon & Phoenix Business Solutions, LLC

Financial Wellness Education Series

FINANCIAL EMERGENCY PREPAREDNESS WORKSHEET

Build Your Plan Before the Emergency Happens

Name: ______________________________
Date: ______________________________

Check one:
☐ Household / Family ☐ Small Business ☐ Both

STEP 1 — IDENTIFY YOUR FINANCIAL VULNERABILITIES

What financial emergencies are you most likely to face?

☐ Job loss / reduction in income
☐ Major medical expense
☐ Car repair or replacement
☐ Home repair
☐ Insurance increase
☐ Unexpected tax bill
☐ Family emergency
☐ Business equipment failure
☐ Slow-paying customers
☐ Loss of a major client
☐ Unexpected business expense
☐ Other: __________________________________

My top 3 financial risks are:

1. ____

2. ____

3. ____

STEP 2 — KNOW YOUR EMERGENCY NUMBER

How much money do I need each month for essential expenses?

Essential Expense	Monthly Amount
Housing / Mortgage / Rent	$__________
Utilities	$__________
Food / Groceries	$__________
Transportation	$__________
Insurance	$__________
Minimum Debt Payments	$__________
Medical / Prescriptions	$__________
Childcare / Family Needs	$__________
Other Essential Expenses	** *TOTAL ESSENTIAL MONTHLY EXPENSES* *

| |

* | **__________**

My emergency savings goal:

1 month of essential expenses: $____________

3 months of essential expenses: $____________

6 months of essential expenses: $____________

My current emergency savings: $____________

My savings gap: $____________

STEP 3 — MY EMERGENCY FUND PLAN

I will save:

$____________ per ☐ Week ☐ Paycheck ☐ Month

I will automatically transfer this amount to savings on:

Date: ______________________

My first emergency savings milestone is:

☐ $500
☐ $1,000
☐ One month of essential expenses

☐ Three months of essential expenses
☐ Other: $____________

Where will I keep my emergency savings?

☐ Separate savings account
☐ High-yield savings account
☐ Other: ______________________________

Important: My emergency fund is for:

STEP 4 — MY EMERGENCY RESPONSE PLAN

If a financial emergency happens, I will take these steps **in order**:

1. STOP

Before spending or borrowing money, I will identify exactly what happened.

2. REVIEW

I will check my available:

Savings: $____________

Checking: $____________

Available credit: $____________

Other resources: $____________

3. PRIORITIZE

I will pay these expenses first:

1. ____

2. ____

3. ____

4. REDUCE

The first expenses I could temporarily reduce or eliminate are:

1. ____

2. ____

3. ____

5. COMMUNICATE

If I cannot pay a bill on time, I will contact:

Company / Creditor: __________________________

Phone / Website: ______________________________

Date to contact: ______________________________

6. RECOVER

After the emergency, I will rebuild my emergency fund by:

STEP 5 — MY FINANCIAL EMERGENCY CONTACT LIST

Keep important information in one secure location.

Contact / Account	Where to Find Information
Bank / Credit Union	__________________________
Mortgage / Landlord	__________________________
Insurance Company	___________________________
Employer / HR	_______________________________
Financial Professional	________________________
Accountant / Bookkeeper	_______________________
Important Family Contact	_______________________
Other	____

SMALL BUSINESS OWNER — CASH FLOW EMERGENCY PLAN

Average monthly business expenses: $____________

Current business cash reserve: $____________

Business emergency reserve goal: $____________

If revenue suddenly drops, my first 3 actions will be:

1. ____

2. ____

3. ____

Expenses I could temporarily reduce:

☐ Subscriptions / Software
☐ Advertising
☐ Inventory
☐ Contractors
☐ Office Expenses
☐ Other: _______________________________

My top 3 business expenses are:

1. __________________________ $____________

2. __________________________ $____________

3. __________________________ $____________

My backup plan if a customer pays late:

My plan to protect cash flow:

☐ Invoice customers promptly
☐ Follow up on overdue invoices
☐ Maintain a cash reserve
☐ Separate business and personal finances
☐ Review expenses monthly
☐ Monitor accounts receivable

☐ Maintain accurate bookkeeping records
☐ Other: ________________________________

MY 30-DAY FINANCIAL EMERGENCY ACTION PLAN

One thing I will do this week:

One expense I will review:

One savings goal I will establish:

One financial document I will organize:

One person I will talk to about my financial plan:

MY COMMITMENT

I cannot predict every financial emergency, but I can prepare for the possibility.

My first action will be:

I will complete this action by: ________________

Signature: ________________________________

REMEMBER

Financial preparedness is not about having a perfect financial life.

It is about creating enough organization, savings, and flexibility to give yourself choices when unexpected events happen.

Prepared by *Gryphon & Phoenix Business Solutions, LLC*

Bookkeeping / Financial Record Organization / Small Business Support

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