PAYMENTS

Date	ITEM	January	February	March	April	May	June
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	MONTH TOTAL :						

You can use this page and the next one in two ways:
1. To record the dates of payments you need to make (e.g. credit cards, mortgage or rent, municipal taxes, school fees, car loan, electricity charges, internet access, insurance).
2. To record the dates of payments you have made; it's your choice!
   Be sure to put these payments as a task in your agenda on the date the payment is due.

PAYMENTS

Date	ITEM	July	August	September	October	November	December
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	MONTH TOTAL :						

Strategies for making payments on time:
1. As soon as you receive a bill, post-date the payment by check or electronically.
2. Create a payment rule for all your bills (e.g. pay bills every Sunday afternoon or pay on the 15th and 30th of each month.
   Be sure to put these payments as a task in your calendar on the date they are due.