

CHEAT SHEET: The 3 Ps of a Suitable "Office Space"

Permanence. Ideally, you want to look for a permanent spot, one that does not have to be packed up and moved.

Expense Categories	Avg. %	% of Net Spendable Income	Monthly	Annual
Savings (Includes debt reduction)	(5- 20%)	_____ %	\$ _____	\$ _____
Housing (Includes utilities, mortgage or rent, taxes, maintenance, and insurance)	(30- 38%)	_____ %	\$ _____	\$ _____
Food	(12- 18%)	_____ %	\$ _____	\$ _____
Transportation	(10- 16%)	_____ %	\$ _____	\$ _____
Clothing	(5- 8%)	_____ %	\$ _____	\$ _____
Education	(2- 8%)	_____ %	\$ _____	\$ _____
Recreation/ Vacation	(4- 7%)	_____ %	\$ _____	\$ _____
Medical	(3- 6%)	_____ %	\$ _____	\$ _____
Insurance	(2- 5%)	_____ %	\$ _____	\$ _____
Gifts	(2- 3%)	_____ %	\$ _____	\$ _____
Personal	(2- 3%)	_____ %	\$ _____	\$ _____
Miscellaneous	(2- 3%)	_____ %	\$ _____	\$ _____
Other	(?%)	_____ %	\$ _____	\$ _____
Total Net				
Spendable	Cannot exceed	_____ 100 _____ %	\$ _____	\$ _____

Adapted from *Living God's Generosity: benefits of financial planning for individuals, couples, and families*, a stewardship resource from the congregational resource center of Lancaster Mennonite Conference. Copies of the entire eight page resources are available for \$.25 each. Contact James R. Martin at James@lanmenconf.org or by calling 717-293-5246.