

# Let's Talk

Employee Assistance Program Newsletter  
January - March 2008



## MANAGING YOUR FINANCES/BUDGET

A financial checkup is as important as a physical checkup. A regular check of financial health can identify problems, chart progress, and outline action steps to achieve goals. It can also provide motivation to change.

Consider timeframes when making investment goal decisions.

Short-term: Less than 1 year  
Intermediate: 1 - 5 years  
Long-term: More than 5 years

There is no "one size fits all" answer in financial planning. What might be workable for one individual or family may not be for another. Financial goals should be SMART:

**S**pecific (amount/time to achieve)  
**M**easurable (show progress)  
**A**ttainable (be realistic)  
**R**elevant (be important to you)  
**T**ime related (deadlines in place)

Write down your goals to measure progress. Then for each goal, develop an action plan that includes the amount needed and number of months available to save. For each goal, divide the number of months available to save into that amount. Try to automate savings by having part of each paycheck automatically deposited into an account.



Access the web at [www.vmceap.com](http://www.vmceap.com) to take the Financial Fitness test today.

Call your Employee Assistance Program confidentially to talk to somebody about your financial needs.

They're available 24/7 by calling **1-800-843-1327**.

## WEBINARS - Register Today

Webinars are live monthly training sessions. You'll need to register, so visit our site today. You'll receive your registration confirmation via email and when you log in for the event, you'll experience a live speaker, as well as an opportunity to ask questions at the end of the session. Webinars are free to VMC clients.

### JANUARY 15th

Your Routine Financial Check-up  
Tuesday from 1-2 PM EST

### FEBRUARY 19th - Relationships:

Ten Little Things That Make a Big Difference  
Tuesday from 1-2 PM EST

### MARCH 18th

Plan Your Dream Vacation on a Budget  
Tuesday from 1-2 PM EST

## SKILLBUILDERS

Skillbuilders are self-paced on-line training programs you can participate in at any given time by logging into your EAP Web Site.

Skillbuilders can be accessed under each of our Work/Life Resource section sub-headers.

All 75 topics are free to VMC Clients and available 24/7! This quarter, we'd like to recommend:

**Personal Financial Planning**  
and  
**Managing Your 401K**

## LOG ON

[WWW.VMCEAP.COM](http://WWW.VMCEAP.COM)

COMPANY NAME: *enter your company name*

PASSWORD: 8008431327

## WORK/LIFE BALANCE

### READY DOCS...

VMC Connect has tools to help you see exactly what you need to when it comes to assessing and handling those day-to-day financial chores. Those tools are called READY DOCS and we think you'll find them invaluable.

Here's a list of what's available:

#### Saving and Investment

- Daily Expenses
- Monthly Budget
- Monthly Income
- Notice of Insurance Claim
- Statement of Assets/Liabilities

#### Estate Planning

- Beneficiary Worksheet
- Power of Attorney for Finances
- Power of Attorney for Real Estate

#### Credit Issues

- Demand Collection Agency Cease Contact
- Dispute Credit Card Charge
- Request for Credit Report

#### Fraud

- Identity Theft Worksheet
- House Comparison Worksheet
- House Priorities Worksheet
- Ideal House Profile
- Monthly Carrying Costs Worksheet

#### Mortgage Information

- Loan Comparison Worksheet
- Mortgage Rates and Terms Worksheet

While VMC knows that these READY DOCS will simply your life, sometimes the added chores can make balancing work/life a little difficult. Our Case Managers are always available 24/7 for you to talk to, ask questions and seek guidance from. Please call our toll-free number for confidential assistance.



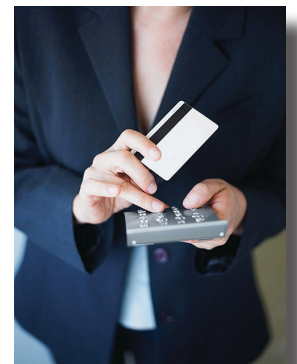
## ASK THE EXPERT

Ask The Expert is an on-line forum that allows you to ask questions about Financial issues. (Legal questions cannot be answered on Ask The Expert. Please call the EAP for assistance with Legal issues.)

**Q.** I owe \$15,000 in credit card debt. It is getting hard to pay the bill. I actually have to miss payments or be late on payments. I really want to get out of debt, but I don't know where to start. What should I do?

**A.** The EAP can assist you with a debt consolidation review and provide form letters to creditors, as well as develop a budgeting program to assist in the consolidation process. Please call us toll-free so we can get you started on this process right away.

Do you have a question you'd like to Ask The Expert? Log on to [www.vmceap.com](http://www.vmceap.com) and post your question today.



VMC Behavioral Healthcare Services  
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