



## Debt Prioritization Worksheet

This worksheet is designed to help you gather the information you need to make a plan to pay down burdensome debt.

### How to use this worksheet:

1. For each debt you have, fill in the Lender Name, Outstanding Balance, Minimum Monthly Payment, Annual Interest Rate, and Scheduled Payoff Date. Most of this information can be found on your account statement.
2. Select a method for paying off your loans. You can choose to focus on the debt with the biggest monthly payment, focus on paying off the smallest balance first, or on paying off the highest interest rate first.
3. Based on the method you chose; rank order your debt from first to pay off to last to pay off.
4. Determine how much money each month you can afford to set aside for your debt elimination goal.
5. Divide your debt elimination budget amongst your debts. The highest priority debt gets the biggest piece of this budget. All other debts should get the minimum payment due each month.
6. Repeat this process each time you pay off a piece of debt until you've reached your debt eradication goals.

Robert W. Baird & Co. does not offer tax or legal advice.

Robert W. Baird & Co. 777 East Wisconsin Avenue, Milwaukee, WI 53202. 800-RW-BAIRD. [rwbaird.com](http://rwbaird.com)

JG2021-0524

<b>Lender Name</b>	<b>Outstanding Balance<sup>1</sup></b>	<b>Minimum Monthly Payment<sup>2</sup></b>	<b>Annual Interest Rate<sup>3</sup></b>	<b>Schedule Payoff Date<sup>4</sup></b>	<b>Priority</b>

Not all debt is “bad debt” but if you are struggling to make your payments or feel overburdened, taking a systematic approach to paying down the most expensive debts can go a long way toward getting you on track to reach your financial goals.

---

<sup>1</sup> The amount you would need to pay to get rid of the debt.

<sup>2</sup> The minimum you must pay each month to avoid delinquency.

<sup>3</sup> The annual rate of interest you are charged for the loan. Sometimes this is called APR.

<sup>4</sup> The date at which the loan is schedule to be paid off. Sometimes called maturity.

Robert W. Baird & Co. does not offer tax or legal advice.

Robert W. Baird & Co. 777 East Wisconsin Avenue, Milwaukee, WI 53202. 800-RW-BAIRD. [rwbaird.com](http://rwbaird.com)

JG2021-0524