

A Practical Guide to Building Your Debt-Free Roadmap

Bilnor Staffing Solutions – Financial Wellness Resource

Short-Term Savings • Emergency Fund • Long-Term Savings

DISCLAIMER:

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Saving money is one of the most powerful steps you can take toward financial stability. Whether you're preparing for unexpected expenses, planning for upcoming goals, or building long-term security, a solid savings strategy keeps you in control of your financial future. This guide will help you understand the three essential types of savings and how to start building each one.

1. Short-Term Savings

Short-term savings are for expenses and goals you expect within the next **3–24 months**. These are planned costs that you can prepare for in advance, reducing the need for debt.

Examples of Short-Term Goals

- Birthdays and celebrations
- School fees
- Small car repairs
- Home essentials
- Holidays or weekend getaways

How to Build Short-Term Savings

- Set a clear amount and deadline (e.g., “R3,000 for school fees by February”).
- Add it to your monthly budget as a fixed “sinking fund” line item. (We have a budget template in excel format available for you to download as a free resource.)
- Save through a simple savings account or money market account with easy access.
- Automate deposits where possible.

2. Emergency Fund

An emergency fund is for **unexpected and unavoidable expenses**—unplanned events. This includes things that disrupt your life or income.

What an Emergency Fund Covers

- Medical emergencies
- Job loss

- Urgent home or car breakdowns
- Unexpected travel
- Family emergencies

How Much Should You Save?

Aim for **1–3 months of essential expenses** to start.

Eventually, work toward **3–6 months** for full security.

Tips for Building Your Emergency Fund

- Put it in a separate savings account you don't touch for everyday use.
- Start small: even R100–R300 a month builds momentum.
- Add extra income (bonuses, tax refunds, side jobs) directly to the fund.
- Treat it as a non-negotiable monthly bill.

3. Long-Term Savings

Long-term savings are for goals **more than 2 years away**, including your future financial independence.

Examples of Long-Term Savings Goals

- Retirement
- Buying property
- Children's education
- Starting a business
- Large investments

How to Grow Long-Term Savings

- Use accounts or investment options that offer higher returns over time (retirement annuities, tax-free savings accounts, unit trusts).
- Contribute consistently, even if the amount is small.
- Increase contributions annually or when your income rises.
- Avoid withdrawing early, time is your biggest asset.

Putting It All Together: Your Saving Strategy

Step 1: Start with the Emergency Fund

This is your financial safety net. Build it before focusing on big goals.

Step 2: Set up Short-Term Sinking Funds

Break goals into monthly amounts and automate the savings.

Step 3: Grow Your Long-Term Savings

Once your foundation is strong, focus on building wealth and stability.

Step 4: Review Monthly, Adjust as Needed

Life changes, your savings plan should evolve too.

Final Tips for Successful Saving

- Pay yourself first—add savings before spending.
- Track your progress monthly.
- Keep savings visible but not too easy to spend.
- Celebrate milestones to stay motivated.