Planning Checklist

Your Financial Plan

COMPLETE

- [ ] Update personal information with David
- [ ] Create personal Asset Map with David
- [ ] Automate your budget (e.g. Simplifi, Mint)
- [ ] Automate your savings plan

Cash Management

COMPLETE

- [ ] Establish personal cash reserve amount
- [ ] Simplify banking with less accounts
- [ ] Find out existing interest rates
- [ ] Explore rates at Flourish Cash & Max My Interest

Account Review

COMPLETE

- [ ] Conduct a year-end performance review
- [ ] Conduct a beneficiary review
- [ ] Link your bank with direct deposit
- [ ] Review outside accounts
- [ ] Review Schwab portal with David

Investments

COMPLETE

- [ ] Review our investment philosophy
- [ ] Review our new investment models

Tax

COMPLETE

- [ ] Receive your Holistiplan tax summary (CPA call)
- [ ] Review the tax savings hierarchy
- [ ] Open a tax shelter (e.g. Roth)
- [ ] Explore tax strategies (e.g. Roth conversion, QCD)
- [ ] Establish a capital gains budget

Retirement

COMPLETE

- [ ] Run retirement income analysis
- [ ] Discuss the five retirement income levers
- [ ] Maximize Social Security benefits with Lifeyield
- [ ] Review retirement plan portal with David
- [ ] Receive 401(k) investment lineup from David

Client File

COMPLETE

- [ ] Outside bank and brokerage statements
- [ ] Retirement plan statements and investment list
- [ ] Recent tax return
- [ ] Liability statements (e.g. mortgage, student loans)
- [ ] Social Security statements
- [ ] Estate planning documents
- [ ] Insurance policy statements

Planning Checklist

Estate

COMPLETE	Estate
☐	• Review ways assets can transfer
☐	• Create legal documents (e.g. attorney, Trust & Will)
☐	• Send David copies your estate plan (e.g. will)
☐	• Book a call with David and your attorney
☐	• Put beneficiaries on all applicable accounts
☐	• Discuss “Per Stirpes” provision with David

Dependents

COMPLETE	Dependents
☐	• Establish 529 Plans and UTMA accounts

Liability Management

COMPLETE	Liability Management
☐	• Send David liability statements (e.g. mortgage, student loans)
☐	• Understand debt paydown vs. investing tradeoffs
☐	• Explore debt refinance options
☐	• Explore HELOC's as a backup cash reserve

Risk Management

This section applies to life, disability, and long-term care coverage and should be reviewed every 3 years. Include employer-provided group coverage.

COMPLETE	Risk Management
☐	• Send David recent insurance statements
☐	• Calculate insurance needs (e.g. Life Happens)
☐	• Ensure correct beneficiaries on your policies
☐	• Add interested parties to active policies
☐	• Run illustrations
☐	• Obtain in-force illustrations for active policies
☐	• Explore healthcare sharing programs (e.g. Liberty HealthShare)

Cybersecurity

COMPLETE	Cybersecurity
☐	• Install antivirus software (e.g. Bitdefender, Norton)
☐	• Enable Two-Factor Authentication where possible
☐	• Use a password manager (e.g. Keeper Security)

Business Owner

COMPLETE	Business Owner
☐	• Establish business cash reserve amount
☐	• Ensure business is properly insured
☐	• Review busines entity type
☐	• Establish qualified retirement plan