NO STONE UNTURNED

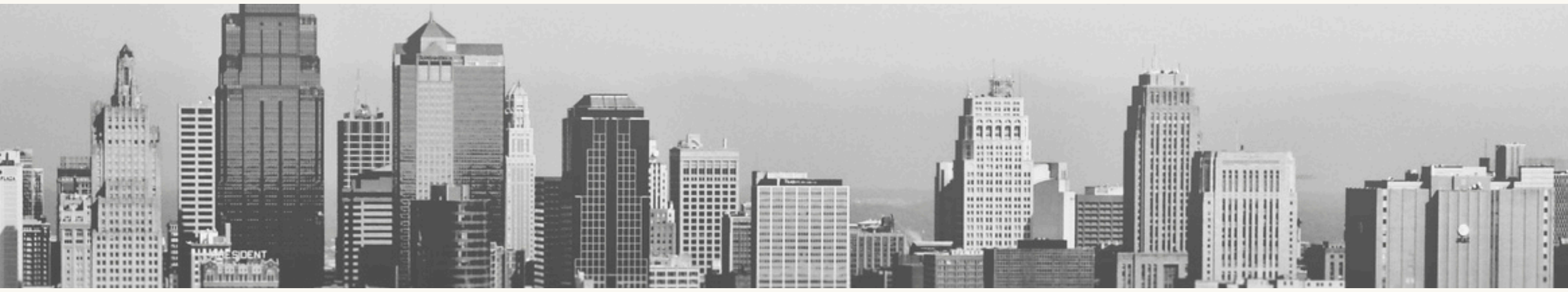
Grant Hicks, CIM

Advisor Practice Management

"Helping people live better Lifestyles "

Client progress update checklist

Meeting 2 - Goals and Planning
Meeting 3 - Risk Management and Estate
Meeting 1 – Goals and Planning



Name(s)___________________________________

Calendar Year____________

Goals – see goals planning worksheet___________________________________

- Client starting point
- Tax (tax planning services)
- Estate (beneficiary audit service and legacy planning services
- investment (investment strategies)
- Risk Management (risk management services)
- Insurance (insurance analysis)
- Debt (lending and mortgage services)
- Cash Flow (lifestyle and flow analysis and planning)
- Portfolio Amount $
- Date
- Client Current position - on track report

Investments

Completed	To Do	Activity	In Progress	Future Action
		Goals		
		Review asset allocation /risk		
		Time horizon or risk tolerance changhed?		
		Equity holdings?		
		fixed income - maturities?		
		cash positions		
		short term investments - Do you have interest in your account?		
		Foreign dollar investment		
		Changes in funds / managers		
		Other funds		
		Annuities		
		Stocks / Certificates		
		How often do you review your investments?		
		Do you have other investments that we should be aware of?		
		Do you know about tracking service?		
		Do you know about our file cleaning service		

Tax planning

Completed	To Do	Activity	In Progress	Future Action
		Tax free accounts		
		Do we have a copy of tax returns?		
		Name of Tax Advisor		
		Do you have tax concerns?		
		Any capital gains to offset? loss?		
		Interested in learning more about tax efficient investing?		
		Do you need to plan for a large capital gain? sale of property etc.		
		Do you feel your portfolio is structured tax		
		What are your plans to contribute to tax free		
		When do you plan to withdrawal		
		Do you invest in tax shelters?		
		Do you have any business /hold co. tax planning concerns		
		Do you understand the impact of pension?		
		Do you plan to give a large amount of money to charity while alive or upon?		
		Do you contribute to savings for children / grandchildren?		
		Do you have any children or grandchildren who have disability?		

Income

Completed	To Do	Activity	In Progress	Future Action
		Goals		
		Do you have sufficient retirement income?		
		What are your sources of riterment income?		
		What are the sources of future retirement?		
		Is your tax income efficient?		
		Do you understand withdrawal plans?		
		Do you top up to bracket each year for tax?		
		Do you maximize other plans?		
		Do you understand your pension options?		
		Did you take pension early?		
		Are you getting Government benefits?		
		Is your retirement lifestyle going to change and require more income?		
		Do you plan to spend capital?		
		What % do you want to have at age 85-90?		

Estate Planning

Completed	To Do	Activity	In Progress	Future Action
		Do you have sufficient life insurance?		
		Do you have health care benefits? group ins provider?		
		Do you have income replacement coverage CI - DI?		
		Other coverage?		
		Is it important that you have health care choices?		
		Do you have old policies that you need an agent of record for?		
		Are all your investments / insurance beneficiary designations up to date? Do you know about our beneficiary audit service?		

Estate Planning

Completed	To Do	Activity	In Progress	Future Action
		Are your legal documents up to date?		
		Lawyer?		
		Do you have other legal documents?		
		Have you (spouse) been previously married?		
		Are you aware of how your estate will be distributed and taxed?		
		Are you planning to gift money to children / grandchildren		
		Do you have an estate map, beneficiary audit service and organized documents?		
		Do you expect any inheritance?		
		Are you comfortable with your executor(s)		
		Have you discussed your estate plans with your children?		
		Do you have any estate planning or asset protection concerns?		
		Do we have the name of the executor(s) or emergency		
		Have you considered an annuity settlement for children		
		Have you had any major changes in health?		
		Are you aware that we offer insurance? including travel, health and dental?		
		Do you know we offer other plans?		

Estate Planning

Completed	To Do	Activity	In Progress	Future Action
		Goals		
		Do you have sufficient retirement income?		
		What are your sources of riterment income?		
		What are the sources of future retirement?		
		Is your tax income efficient?		
		Do you understand withdrawal plans?		
		Do you top up to bracket each year for tax?		
		Do you maximize other plans?		
		Do you understand your pension options?		
		Did you take pension early?		
		Are you getting Government benefits?		
		Is your retirement lifestyle going to change and require more income?		
		Do you plan to spend capital?		
		What % do you want to have at age 85-90?		

Estate Planning

Completed	To Do	Activity	In Progress	Future Action
		Goals		
		do you plan to move, buy or sell any real estate?		
		Do you plan to refinance?		
		Institution:		
		Balance: remaining:		
		Maturity date:		
		Other debts:		
		Happy with your lender?		
		Name:		

Other / Debts

Completed	To Do	Activity	In Progress	Future Action
		Do you know we do lending through referrals?		
		Do you have any other investment portfolios that need analysis or a second opinion?		
		Any other financial statements to review?		
		Do you have professionals that you work with that we should know of?		
		Do you refer them?		
		Do you refer us to family or friends?		
		Is there anyone we should contact?		
		Is there anything we need to follow up?		
		When would you like to get together?		
		Do you have any travel plans coming up?		

Other / Debts

Completed	To Do	Activity	In Progress	Future Action
		Update documents		
		Appointments to book with..		
		Accountant / lawyer / mortgage / other		
		Review investment opportunities list		

Implementation planning checklist

Prepared for: ______________________________

Date: ______________________________

Investments

- ☐ Review asset allocation / risk
- ☐ Review target and actual returns
- ☐ Review financial plan and update
- ☐ Review Goals and probability of success
- ☐ Complete financial summary (5 years)
- ☐ Complete net worth summary (5 years)
- ☐ Review tax efficiency – capital gains on switching – distributions
- ☐ Switch where possible to tax efficient portfolio
- ☐ Contributions / monthly / annual $______________________________
- ☐ review portfolio returns and investment opportunities

Team summary – quarterbacking service

Accountant ______________________________

Key value ______________________________

Tax planning documents ______________________________

Comment ______________________________

Legal / estate professional ______________________________

Key value ______________________________

Mortgage broker ______________________________

Estate planning documents ______________________________

Key value ______________________________

Realtor documents ______________________________

Comments ______________________________

Insurance agency ______________________________

Key value ______________________________

Tax Planning

- ☐ Capital gains losses to discuss
- ☐ Business tax planning
- ☐ Copies of tax returns
- ☐ Company board of directors
- ☐ Business coaches
- ☐ Government grant's – hiring etc.
- ☐ Additional tax planning
- ☐ Tax planning/ property to discuss
- ☐ Set up meeting with accountant

Insurance planning

- ☐ review current policies
- ☐ Coverage – pricing – needs
- ☐ Needs analysis
- ☐ Agent of record
- ☐ Discuss payments
- ☐ Review other policies

Risk Management

- ☐ Review current coverages
- ☐ Review current firm/ agent / agency
- ☐ Review options
- ☐ Risk management analysis
- ☐ Potential savings

Estate Planning

- ☐ Will updated and reviewed last 12 months _____
- ☐ Other legal documents updated and reviewed last 12 months _____
- ☐ Set up meeting with lawyer
- ☐ other legal documents to review ?
- ☐ Review estate plan
- ☐ Review tax efficiency of estate plan

Risk Management

- ☐ **Review estate binder**
- ☐ **Review beneficiaries – beneficiary audit**
- ☐ **Executor clarity discussion**
- ☐ **Family legacy discussion**
- ☐ **Charitable giving discussion**
- ☐ **Inheritance discussion**

Mortgage / banking / real estate

- ☐ **Current mortgage professional**
- ☐ **Reviewed competitive rates / options**
- ☐ **pay down debt plan**
- ☐ **Good debt bad debt discussion**
- ☐ **tax deductible debt**

- [ ] **Planning to upsize / downsize**
- [ ] **Planning to buy / sell other property**
- [ ] **Property planning**

Next steps

- [ ] **Next meeting scheduled**

Note: Make this your own checklist and add services each and every year with your ideal clients. Give them a completed copy each year.

Our Services

Do you need help on your ideal client acquisition process?

Download your copy of our "Comprehensive Practice Management Checklist" for Financial Advisors by Grant Hicks CIM

https://practicemanagement.getresponsepages.com/

Do you want to work on your marketing plan as a financial advisor?

Take our free Ideal client acquisition marketing course for financial advisors
Your proven marketing strategies course for financial advisors includes : One hour one on one coaching session with Grant Hicks CIM, 8-sentence marketing plan template, 30-page Marketing workbook, Segmentation workbook, Fee audit checklist, Meeting email template, Ebook on Practice Management, proven marketing templates and more...

https://advisorpracticemanagement.thinkific.com/courses/marketing

- Benchmarkeing tools
- Branding
- Content Marketing
- Value promise builder
- Technology audit
- Ideal client experience
- 9 key process development
- Team planning and training
- COI Network building
- Equity and exit planning

CONTACT US

Are you looking for a Coaching and Practice Management consultant as a financial advisor? To learn about coaching and consulting click here

https://www.advisorpracticemanagement.com/

or set up a complimentary 20 minute call with Grant Hicks CIM
click the following link https://my.timetrade.com/book/JMTNJ and let's talk

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