**YOUR PERSONAL FINANCIAL ORGANIZER**



Helping You Manage Your Critical Financial Events

**Client Name**

**Date**

**The PFO is the foundation of our wealth management process.**

Your Personal Financial Organizer (PFO) is an important written document that clearly defines your financial goals and objectives over a relevant, explicitly stated time horizon. As your financial advisor, creating and maintaining this document is one of my key responsibilities.

**It establishes a long-term plan to guide your financial decisions.**

The PFO helps to balance your goals and objectives with other essentials. It addresses concerns including: your safety net, debt management, tax planning, educational planning, retirement planning, estate planning, and investment strategy. The PFO is designed to encompass every aspect of the personal wealth management process – it helps you plan and prepare for critical financial events.

**PFO creates a path to achieving your financial and lifestyle goals.**

By using a well-constructed PFO, you will follow a carefully considered and disciplined approach to wealth management. Many people - and their financial advisors - are tempted to make ad hoc decisions about their financial situation - decisions that are often based on panic or overconfidence. The PFO will make sure that you consider the long-term and evolutionary nature of the wealth management process. It will clearly and concisely identify the constraints and opportunities of your current financial situation, while also focusing on your goals and objectives. The Result: Your financial plan will attend to your short-term needs without losing sight of your long-term goals.

Using the PFO, we can work together to establish guidelines that we both feel appropriate to your situation, given the strategies available and the realities of the marketplace.

**It’s a Collaborative Effort – Our Partnership**

You are responsible for participating in the successful implementation of your PFO. I will, however, guide you through this process. Once you have established your priorities and disclosed all related information, I will provide you with advice and solutions to help you achieve them. We will, of course, regularly reevaluate and update the PFO. This plan evolves in response to personal and family changes, and the PFO must adapt to these changes.

In addition, the PFO will coordinate the efforts of other professionals (accountants, lawyers, etc.) that we choose to consult as part of the wealth management process.

A professionally prepared PFO will track your progress and it will provide continuity from one year to the next. The PFO will also help to prevent misunderstandings, because it clearly explains the nature of our relationship and the strategies we have agreed to implement.

What’s Important to You?

**Long-term Goals (10 years and longer)**

**Goal:**

**Strategy:**

**Goal:**

**Strategy:**

**Goal:**

**Strategy:**

**Medium-term Goals (5 to 10 years)**

**Goal:**

**Strategy:**

**Goal:**

**Strategy:**

**Goal:**

**Strategy:**

**Short-term Goals (1 to 5 years)**

**Goal:**

**Strategy:**

**Goal:**

**Strategy:**

**Goal:**

**Strategy:**

**Immediate Goals (Less than 1 year)**

**Goal:**

**Strategy:**

Who’s Important to You?

**Strategy:**

|  |
| --- |
| **Parents** |
|       |       |
| **Children** |
|       |       |
| **Grandchildren & Great Grandchildren**  |
|       |       |
|  **Other Important People** |
|       |       |
| **Siblings** |
|       |       |
| **Important Organizations & Causes** |
|       |       |

Your Wealth Management Team

|  |  |
| --- | --- |
| **Professional** | **Contact Information** |
| **Financial Advisor**  | Name:     Phone:     Email:       |
| **Accountant/CPA** | Name:     Phone:     Email:       |
| **Lawyer/Attorney** | Name:     Phone:     Email:       |
| **Insurance Agent** | Name:     Phone:     Email:       |
| **Personal Banking Advisor** | Name:     Phone:     Email:       |
| **Commercial Banking Advisor** | Name:     Phone:     Email:       |
| **Mortgage & Lending**  | Name:     Phone:     Email:       |
| **Other**      | Name:     Phone:     Email:       |
| **Other**      | Name:     Phone:     Email:       |

Your Wealth Management Checklist

|  |  |
| --- | --- |
| **Comprehensive Wealth Management:** | **Areas Important to You** |
| **1 Cash Flow Planning** | [ ]  |
| **2 Tax Planning** | [ ]  |
| **3 Retirement Planning** | [ ]  |
| **4 Investment Strategy** | [ ]  |
| **5 Family Security** | [ ]  |
| **6 Caring for Others** | [ ]  |
| **7 Your Legacy** | [ ]  |
| **8 Business Planning & Succession** | [ ]  |
| **9 Special Situations**  | [ ]  |

Your Cash Flow Planning

[ ]   **Net Worth Statement**

Strategy:

Date Last Reviewed:

Next Action:

[ ]   **Cash Flow Analysis**

Strategy:

Date Last Reviewed:

Next Action:

[ ]   **Emergency Funds**

Strategy:

Date Last Reviewed:

Next Action:

[ ]   **Mortgage Considerations**

Strategy:

Date Last Reviewed:

Next Action:

[ ]   **Debt Analysis**

Strategy:

Date Last Reviewed:

Next Action:

[ ]   **Other Cash Flow Strategies**

Strategy:

Date Last Reviewed:

Next Action:

Your Tax Planning

[ ]  **Roth IRA Conversion**

Strategy:

Date Last Reviewed:

Next Action:

[ ]  **Interest Income**

Strategy:

Date Last Reviewed:

Next Action:

[ ]  **Dividend Income**

Strategy:

Date Last Reviewed:

Next Action:

[ ]  **Capital Gains**

Strategy:

Date Last Reviewed:

Next Action:

[ ]  **Other Tax Planning Strategies**

Strategy:

Date Last Reviewed:

Next Action:

Your Retirement Planning

[ ]  **How Much Is Enough?**

Strategy:

Date Last Reviewed:

Next Action:

[ ]  **IRA**

Strategy:

Date Last Reviewed:

Next Action:

[ ]  **401K/403B/457 Plan**

Strategy:

Date Last Reviewed:

Next Action:

[ ]  **72T Distributions**

Strategy:

Date Last Reviewed:

Next Action:

[ ]  **Required Minimum Distributions**

Strategy:

Date Last Reviewed:

Next Action:

[ ]  **Other Retirement Strategies**

Strategy:

Date Last Reviewed:

Next Action:

Your Investment Strategies

[ ]  **Determining Your Risk Tolerance**

Strategy:

Date Last Reviewed:

Next Action:

[ ]  **Investment Policy Statement**

Strategy:

Date Last Reviewed:

Next Action:

[ ]  **Asset Allocation & Rebalancing**

Strategy:

Date Last Reviewed:

Next Action:

[ ]  **Investment Structure & Ongoing Management**

Strategy:

Date Last Reviewed:

Next Action:

[ ]  **Other Investment Strategies**

Strategy:

Date Last Reviewed:

Next Action:

Your Family Security

[ ]  **Home & Property Insurance**

Strategy:

Date Last Reviewed:

Next Action:

[ ]  **Life Insurance**

Strategy:

Date Last Reviewed:

Next Action:

[ ]  **Disability Insurance**

Strategy:

Date Last Reviewed:

Next Action:

[ ]  **Critical Illness Insurance**

Strategy:

Date Last Reviewed:

Next Action:

[ ]  **Asset Protection and Creditor Proofing**

Strategy:

Date Last Reviewed:

Next Action:

[ ]  **Other Family Security Strategies**

Strategy:

Date Last Reviewed:

Next Action:

Caring for Others

[ ]  **529 Plan**

Strategy:

Date Last Reviewed:

Next Action:

[ ]  **UGMA (Uniform Gift to Minors)**

Strategy:

Date Last Reviewed:

Next Action:

[ ]  **UTMA (Uniform Transfer to Minors)**

Strategy:

Date Last Reviewed:

Next Action:

[ ]  **Caring for Children with Special Needs**

Strategy:

Date Last Reviewed:

Next Action:

[ ]  **Caring for Elderly Parents**

Strategy:

Date Last Reviewed:

Next Action:

[ ]  **Other Education & Care Planning Strategies**

Strategy:

Date Last Reviewed:

Next Action:

Your Legacy

[ ]  **Will**

Strategy:

Date Last Reviewed:

Next Action:

[ ]  **Living Will**

Strategy:

Date Last Reviewed:

Next Action:

[ ]  **Power of Attorney**

Strategy:

Date Last Reviewed:

Next Action:

[ ]  **Executor Appointed**

Strategy:

Date Last Reviewed:

Next Action:

[ ]  **Principal Residence**

Strategy:

Date Last Reviewed:

Next Action:

[ ]  **Additional Properties**

Strategy:

Date Last Reviewed:

Next Action:

[ ]  **Trusts**

Strategy:

Date Last Reviewed:

Next Action:

[ ]  **Charitable Remainder Trusts**

Strategy:

Date Last Reviewed:

Next Action:

 [ ]  **Inheritances**

Strategy:

Date Last Reviewed:

Next Action:

[ ]  **Transfer on Death Accounts**

Strategy:

Date Last Reviewed:

Next Action:

[ ]  **Advanced Health Care Initiative**

Strategy:

Date Last Reviewed:

Next Action:

[ ]  **Long-Term Care**

Strategy:

Date Last Reviewed:

Next Action:

[ ]  **Charitable Donations**

Strategy:

Date Last Reviewed:

Next Action:

[ ]  **Other Estate Planning Strategies**

Strategy:

Date Last Reviewed:

Next Action:

Business Planning & Succession

[ ]  **Small Business Capital Gains Exemption**

Strategy:

Date Last Reviewed:

Next Action:

[ ]  **Stock Options**

Strategy:

Date Last Reviewed:

Next Action:

[ ]  **Buy-Sell Agreements**

Strategy:

Date Last Reviewed:

Next Action:

[ ]  **Commercial Insurance**

Strategy:

Date Last Reviewed:

Next Action:

[ ]  **Key Man & Other Specialty Insurance**

Strategy:

Date Last Reviewed:

Next Action:

[ ]  **Other Business Planning Strategies**

Strategy:

Date Last Reviewed:

Next Action: