

## Comprehensive Flat Fee Financial Planning Agenda

Financial planning is divided into two stages:

- **Design & Development** is a series of meetings and exercises we'll use to develop a plan reflecting your habits, resources and goals. We will work side-by-side to design an Initial "Foundation Plan" that will serve as your roadmap for making financial decisions. During this stage, we'll be asking you to share a lot of information – facts, figures, documents, and anything that may affect your plan. Plan to commit 15 – 20 hours over the course of five meetings and outside assignments as we are dedicated to learning as much as possible about you and your goals in order to develop an effective Foundation Plan. This phase of planning usually takes 3 – 4 months.
- **Execution** is when all of that time we've been working together really pays off! The value of financial planning lies in the good decisions you will make during Execution in furtherance of your goals. You will have clarity about your money and can now spend and save purposefully. We'll be there to support and guide you as we monitor your progress, answer everyday questions, and keep your "roadmap" updated.

### DESIGN & DEVELOPMENT (D&D)

#### **Meeting 1 (schedule 1 hour) Getting Organized "GO" with eMoney (ALL TIERS)**

The GO meeting is a tutorial to introduce you to our premium financial planning software, eMoney. You will have real-time access to your plan in eMoney. You'll learn how to upload and enter data, and how to navigate in your personal portal. eMoney will be your hub for ongoing planning and recommendations.

#### **Meeting 2 (schedule 2 hours) Money History + Investment/Retirement Planning (ALL TIERS)**

We spend the first half of this meeting discussing your background and "money history". The last half of the meeting is devoted to investment education and planning for retirement. We'll review current and planned investments, including employer plans. We'll take time to answer all of your questions and look for opportunities you may be missing. We'll also recommend a rebalanced portfolio and develop an Investment Policy Statement (IPS).

#### **Meeting 3 (schedule 2 hours) Cash Flow and Goals (ALL TIERS)**

Clarity about spending and savings habits are essential to reaching your goals on time. During this meeting, we'll review your current cash flow and use it as the basis for your personal working budget. We'll map out your goals and allocate future dollars to them so we can determine what steps you'll need to take to make them happen. If you are within 10 years of retirement, we'll also discuss your anticipated cost of living after you leave or cut back on work.

#### **Meeting 4 (schedule 1 - 2 hours) Your Choice**

The purpose of this meeting is to add an in-depth review and discussion of an area that is urgent or of particular interest in your financial plans. Suggested topics are [here](#). ***Premium and Concierge include a second "Your Choice" meeting during D&D along with unlimited [additional meetings](#) throughout the Execution stage.***

#### **Meeting 5 (2 parts, 1 hour each) Foundation Plan**

- **Part 1** is an exhaustive review of all of the details we've been compiling into your plan. We'll review and drill down on the elements of your "cash flow" projections from the current year throughout the rest of your life. During this meeting, we'll go through the rough draft of your plan to make adjustments as needed to ensure we haven't left out any important information.
- **Part 2** is dedicated to a review of your "Foundation Plan". We'll also provide your Executive Summary, which we've designed specifically to illustrate Key Performance Indicators requested by our physician clients.

### EXECUTION

Execution consists of quarterly meetings to implement your Foundation Plan recommendations and keep your plan current as your resources and goals change. Between meetings, we will monitor your progress on our side of the "mirror" and touch base to advise on other issues as they arise. We encourage you to contact us proactively as you have question or need advice to make decisions. Annually, we'll review what you accomplished in the prior year and make plans for the next year. Execution also includes portfolio rebalancing and monitoring during the year.