***- Confidential Report -***

### To Do List: Financial Plan Implementation

Here is a list of tasks the two of you have agreed to complete to implement your financial plan. Please write in the date each task was completed in the middle column as progress is made. Detailed sources and application of funds can be seen on the proposed section of the investment asset allocation report.

|  |  |  |  |
| --- | --- | --- | --- |
| **Who Needs to Do the Activity** | **When the Activity Needs to be Done** | **Description of the Activity** | **When the Activity was Completed** |
| [ ]  [ ]  [x] **John Mary Both** | 9/1/17 | Increase homeowners insurance to $500,000, auto liability to $100/300/50, and buy a $2M Umbrella liability policy. |  |
| [ ]  [ ]  [x] **John Mary Both** | 9/1/17 | Increase payroll withholding exemptions to four each. |  |
| [ ]  [ ]  [x] **John Mary Both** | 11/1/17 | Update wills, death / funeral / burial instructions, and trusts. Use the document organizer provided. |  |
| [x]  [ ]  [ ] **John Mary Both** | 10/1/17 | Sell all individual stocks and let us create a well-allocated investment portfolio. |  |
| [x]  [ ]  [ ] **John Mary Both** | 9/1/17 | Reallocate current 401(k) investment options as shown in the asset allocation report. Direct all future contributions into the new funds as we discussed. |  |
| [ ]  [x]  [ ] **John Mary Both** | 10/1/17 | Liquidate all bank CDs and Credit Union Savings accounts and let us create an optimized asset allocation investment portfolio. |  |
| [ ]  [x]  [ ] **John Mary Both** | 11/1/17 | Open a rollover IRA with us via Scottrade: Then close the Merrill Lynch, TIAA, Fidelity, and American Funds accounts and transfer the money over to our asset allocation account. Start by completing the forms titled "ACAT." |  |
| [x]  [ ]  [ ] **John Mary Both** | 10/1/17 | Sell the individual bonds and buy a bond mutual fund in your new personal investment portfolio account with us. |  |
| [ ]  [ ]  [x] **John Mary Both** | 9/1/17 | Both John and Mary need to purchase $250 per day in long-term care insurance benefit through your Superior Life, Inc. for $250 per month premium each. |  |
| [ ]  [ ]  [x] **John Mary Both** | 9/1/17 | Both John and Mary need to purchase $2,000 per month in additional disability insurance benefit through XYZ insurance, by completing the form we gave you, and returning them to our office. It is $100 per month premium each. |  |
| [x]  [ ]  [ ] **John Mary Both** | 3/1/17 | John promised to quit smoking in the first quarter of 2013. |  |
| [ ]  [x]  [ ] **John Mary Both** | 9/1/17 | Complete the appraisal of your antiques, silver and jewelry so the appropriate insurance can be added to your homeowner’s policy. The names, addresses and phone numbers of three qualified appraisers are attached and marked *Appraisals.* |  |
| [ ]  [ ]  [x] **John Mary Both** | 8/17/17 | Refinance the primary residence mortgage to a lower term with a lower rate. |  |
| [ ]  [ ]  [x] **John Mary Both** | 9/1/17 | John needs to sign up for an additional $1,750,000 of Level Term Life Insurance via his employer, and Mary to do the same for $500,000. It is $250 per month in additional premium each. |  |
| [ ]  [ ]  [x] **John Mary Both** | 12/1/17 | Break the news to the kids that they can't afford to attend Ivy-league colleges. |  |
| [x]  [ ]  [ ] **John Mary Both** | 9/1/17 | Use cash flow surpluses to pay off credit cards and student loans. When paid off, direct surpluses to the money market fund of your personal investment accounts until it reaches your desired emergency cash reserve of $25,000. |  |