ORGANIZE YOUR FINANCIAL LIFE

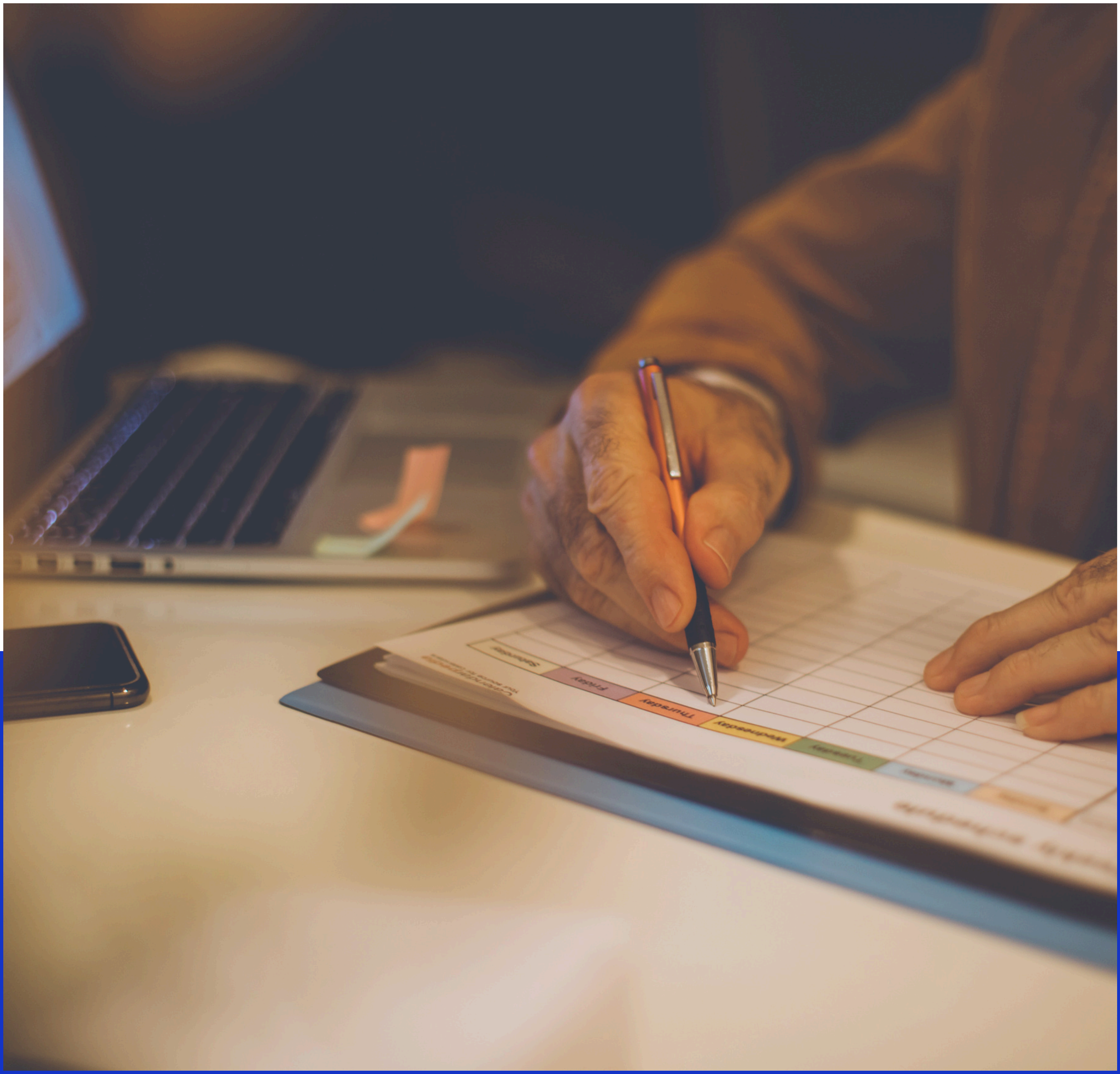
AND TRANSFORM INTENTIONS INTO PROSPERITY

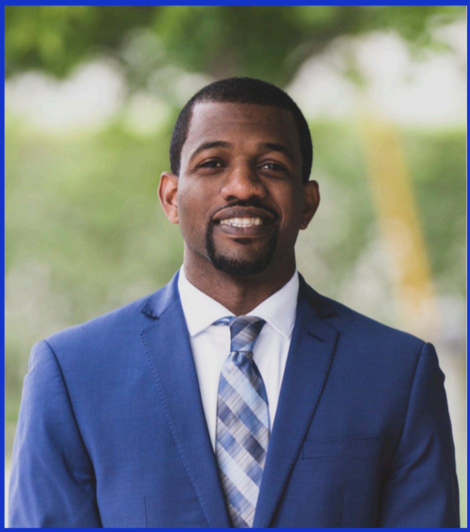
BOOK BY

A Small Investment

Getting Started...Where to Start?

This book will walk you through organizing your financial life, developing a plan of action, and the foundation for transforming your intentions into prosperity.





With over 15 years of experience in financial planning, I'm here to collaborate with you to turn your intentions into prosperity. As a Certified Financial Planner with an MBA in Finance and a Bachelor's degree in Organizational Leadership, I bring a deep wealth of knowledge and practical expertise to every conversation.

My journey in finance has been shaped by a passion for helping others, guided by my faith and love for family. I started as a Series 7 licensed advisor, directly managing client assets. Now with my current 66 license, I focus on providing timely, actionable advice tailored to those who need a trusted second opinion or a personal CFO.

At my firm, I collaborate with high earners and high net worth professionals who are hands-on with their finances but need expert guidance to unlock their full potential. I see myself not just as an advisor, but as a creative visionary and meticulous strategist, working alongside you to prioritize what matters most in your financial life.

This book is an extension of my mission, to empower you to organize your financial life and lay the groundwork for true financial freedom. It's designed for those who understand their finances but need that extra push to reach their goals. Together, we'll walk through steps 1 and 2 of the 7-step CFP® financial planning process, guiding you on the path to a prosperous future.

Andre Small, CFP(R), MBA

CEO/FOUNDER

Foundational Success

Foundational Worksheets

Introduction

INTRODUCTION

The focus; organizing your financial life and transforming intentions into prosperity. What does that actually mean to you, me, or anyone else? Organizing your financial life and getting organized may be different but this book would ultimately help you organize your finances, as well as the following:

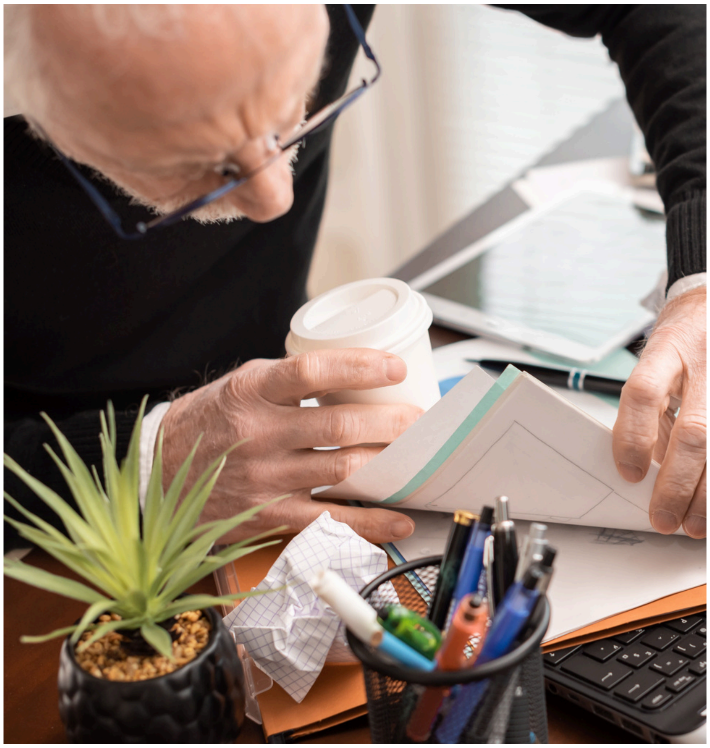
- Create a foundation for maximizing the potential to reach your financial goals
- Establish an actionable framework for you to grow on, going forward

Have you asked yourself, can I get better organized financially? What's the next best move I can make for myself financially? Do I need a second set of eyes looking over my finances? Where do I start with managing my finances as a financial planner would?

If you have asked yourself any of those questions, you're in the right place! The fact that you're reading this book is proof you're going to make a change and that change is going to happen soon!

After reading this book, you will be able to understand your financial situation in a way a CFP professional would. That understanding is through grasping both the qualitative and the quantitative information. These components will help in understanding your current situation:

- Cash flow / budget
- Assets and liabilities
- Risk tolerance
- Capacity for risk
- Goals and the priority of those goals



What this book is not...

This book is not meant to fix every financial problem or situation that may arise. It also is not meant to be the end of your financial conversation. This is the beginning of the journey to maximizing the potential, to exceed your financial goals.

In addition to the topics discussed above, there are also templates and resources for taking actionable steps to complete each of the qualitative and the quantitative items included in this book. This book is concise and meant to be a workable resource as you build on your financial foundation.

"My son, do not let wisdom and understanding out of your sight, preserve sound judgment and discretion"
Proverbs 3:21 NIV

SECTION I: Foundation of Financial Organization

The importance of organizing your finances

Organization brings clarity, in knowing the exact state of your financial situation and the direction your finances are headed. For example, similar to planning for a long term trip or a major event; organizing the details is a place of utmost importance if the plans are going to be successful. Most would argue that finances are more important than a long-term trip or a major event. However, most times there's more planning that goes into a long-term trip or event; than, what goes into planning for and organizing your finances.

Here's a question for you, when was the last time you took a serious look at your finances? Have you done a complete audit of your cash flow/budget. When was the last time you calculated your net worth? Have you updated your risk tolerance or risk capacity? Are you on track to achieve your financial goals?

These questions are important and meant to provoke thought on why it's important to organize your finances. Organization is the first step that will lead to transforming your intentions into prosperity.

Lack of organization may lead to thoughts of uncertainty. Where am I financially? Can we afford this vacation home purchase? Where am I tracking amongst my peers?

We will address these questions and more throughout the rest of this book.

Assessing Your Current Financial Situation

Now it's time for some action. This is where we start to assess where you are currently within your financial situation. This is not how well you are organized necessarily, but it focuses on where you are at this moment in time.

Cash flow / budget

In my experience most people are aware of how much they have in cash, in savings and the amount of their annual income. This includes their monthly take home pay from employment or other streams of revenue. However, maintaining a budget is not very common, among the majority of clients I start a financial planning engagement with. Creating a budget is not a difficult task. The biggest obstacle is keeping track of the budget, as it can be tedious at times. There are many apps, paper methods, and a combination of the two that attempts to assist in budgeting. Yet, sometimes those efforts may start off with good intentions, but they may be hard to maintain. The missing element in most cases is the accountability; having someone or something that holds you to tracking your budget, as well as maintaining and updating.

There is value in planning your cash flow and in budgeting. This is a beneficial process, even if you have a lot of cash, and don't have a need to monitor your accounts closely. The value is in knowing and understanding where your money is being spent. Then, combine this with having someone to collaborate and assist with accountability.

So let's start by taking a look at your cash flow. Cash flow is simply money that's coming in and going out. This would be any pay including interest or dividends earned on any investments, as well as any unearned income from rental properties or passive activities like limited partnerships.

Now let's consider the outflows of your cash flow, so this is your discretionary and non-discretionary expenses. In other words what you're spending cash on. For example, discretionary expenses are streaming services, subscriptions, gym membership, clothing, and gifts.

Non-discretionary expenses are typically rent/mortgages, car payments, personal loans, utilities, groceries, and insurance. Investing is generally a non-discretionary expense (depending on your situation). For example, if you are on a fixed income, investing may be a discretionary expense.

A rule of thumb for non-discretionary is as follows: does it meet your immediate needs in the Maslow's hierarchy of needs pyramid? This includes water, food, shelter, or any immediate needs at this particular time. For example, I have moved saving and investing to this area for me personally. However, someone else may say clothing or a gym/fitness membership are non-discretionary expenses.

In this section you will have the template and worksheet for establishing both your cash flow and budget.

Let's discuss updating and the frequency of updating this document; as well as, meeting with your accountability partner.

How often should the cash flow and budget be updated? A review of your cash flow should be done at least once a week and should be updated as necessary. Within that same time frame, review your spending and compare it to your actual cash flows. Rule of thumb is to save at least 15% of your income. This can be a combination of savings in workplace retirement plans, and personal savings outside of those plans. The benefit of this is you are paying yourself first, before allocating those funds anywhere else.

When should this review take place?

On your calendar or task list, time can be set aside each week. For me, this time is at the beginning of the week. For you, it could be any time of the week where you have a moment to review your finances. This will be a comprehensive review of where you are currently and a look at the previous week. The progress from week to week builds momentum going forward; as well as, how you are tracking towards your goals for the month, the year, and the next 5 years. At this point we have not discussed much about goals but we will link your goals back to your cash flow budget and the other areas in the goal section of this book.

Performing the review and update should be completed with your accountability partner and should consist of:

- Last week I budgeted X (in total/ in each category) and I spent Y
- This week I have some additional expenses that I usually do not have for upcoming events. Or I would like to start saving for my next vacation. Then those line items are added.
    - Now this is done with your overall goals in mind. We want to make adjustments to your budget keeping your short and long-term financial goals in mind.
- Now the last step of the review of this week's budget is.... does this budget get me closer or further away from my financial goals.

My ultimate goal is to collaborate with you, to maximize your potential, to exceed your financial goals. This will be a continuous theme of asking the question "does this help me get closer to maximizing my potential to meet my financial goals". With budgeting we will need to review monthly for the first two to three months. Then, fine tune and account for any areas not included or considered.

We have reviewed your budget and have a plan for next week. Let's move on to the next area of finances, assets and liabilities. Also, check on the next page for the budget and cash flow worksheet.

MONTHLY CASH FLOW

JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC YEAR: ________________

INCOME SOURCES	AMOUNT
TOTAL:	

PRIORITIZE MONEY GOALS

*Reminder: specific, measurable, time based goals

FIXED EXPENSES	BUDGET	SPENT
TOTAL:		

VARIABLE EXPENSES	BUDGET	SPENT
TOTAL:		

SAVINGS	AMOUNT
TOTAL SAVINGS:	

DEBT	PAID
TOTAL PAID:	

TOTAL INFLOWS — TOTAL OUTFLOWS =

Let's begin with liabilities. Liabilities are known as debts, this can be anything that you owe. Another way to think of liabilities is paying for the past now, but we will discuss this in a bit more detail, later in the book. Managing debt in a responsible way is crucial to the success of anyone's financial situation; both personal and in business. I am an advocate of minimal debt for individuals, families, and businesses. To maintain a minimal amount of debt is understandable. Some debt may be "affordable", or it can be used to your advantage. For example, a home purchase with a 15 year, 20 year, or 30 year mortgage, is a predefined expense. If someone had to pay for their home up front, that would be almost unthinkable for the cost of housing nowadays.

Now for tracking liabilities, there's a few ways we can go about this. You can track your liabilities on how quickly they can be repaid. Another way would be tracking the amount of interest that you owe on a particular liability. On your tracking sheet, you can actually line up the interest rates from lowest to highest or highest to lowest, and then determine your plan for paying off the debts. If you use the repayment option you can do the same thing. You'd rank the debts from ascending to descending order or vis versa and attack the debts in the manner that works best for you.

What's most important is to make sure all debts are tracked, for accurate understanding of your financial picture and the plan to eliminate those debts; while also keeping in mind the momentum that's built along the way of eliminating debt. I prefer clients to have a predefined timeline for their debt elimination. For instance, you may have a 30-year mortgage with 20 years left on that mortgage. We actually want to keep a note within our balance sheet for the payoff, and then similarly for credit cards or auto loans, tracking those payoffs for their potential completion as well.

Clients have mentioned that this may be more theoretical than practical. Actually it's not, because we can actually predefine the time that we want to pay off a credit card. In particular, the higher interests on credit cards can urge the necessity to have the credit card paid off in a predefined number of months. We will be able to stick to that plan, and have the credit cards paid off within a specific time frame. To your benefit, you'd know when you're going to pay off the debt. You'd also know when you are able to free up additional cash flow for other goals, expenses, or to pay down additional debts. With this compounding effect, also comes the ability to determine at what point we will be able to allocate additional funds to another goal. For instance, to celebrate paying off a debt, a small trip or a large purchase. During the process of predetermining debt payoffs and the benefits of the future trip, purchase, or relief, you can allocate both the time and the money to accomplish that goal with ease.

Previously, I mentioned that with debt, you would actually be paying for the past today. This sounds exactly like it's said, you actually are paying for those past purchases now. You're allocating more money to the past than to the present or future. Subsequently, when investing you're actually allocating money towards the future because those funds would be spent in the future. For example, a nice dinner is a dinner that you had last month, that was paid for with a credit card. That meal has already been consumed and the credit card bill is here this month, to pay for last month's nice dinner.

As we shift our focus from liabilities and debt to assets, it's paramount that we assign more of our working capital. When I refer to working capital I am considering income, dividends, and interest. Your working capital is assigned to future expenses or future goals rather than to debts in the past.

Your assets would be everything that you own. This includes your home, vehicles, tangible items, as well as cash and investments. When tracking assets we always want to keep in mind that the asset picture can be fluid as the liquid funds within your banking account. They can also be a bit more stable like a home purchase, where the value may fluctuate a bit, from year to year; but relatively stays the same over the short term. For instance, your family home value; if we look at the value of the home over a 20 year time frame, we will likely see an increase in value during that time. Some examples of what goes into your assets would be: checking, saving, and investment accounts, including workplace retirement plans like a 401k. Other things to include in your assets are vehicles, homes and any other properties that you own.

Emergency funds are an important part of the balance sheet. The amount of money funded will depend highly on your comfort level and the amount of liquid funds you would like to have on hand for an unexpected event. The rule of thumb that I use as a starting place is 6 to 7 months of expenses for individual earners (including single filing happy and married one income families). For married couples with two incomes, 3 to 4 months of expenses is ideal, for an emergency fund. Emergency funds are cash or very close to cash accounts that can be accessed at relative ease.

Actionable steps for tracking assets and liabilities should be updated on a monthly basis, at minimum. The assets and liabilities picture may not change much from week to week. However, on a monthly basis, you will be able to track if you're paying down any debts, or if you've acquired any new assets within that time frame. Over the years with either a physical or digital balance sheet, you're able to keep track, and overtime you will see how increases and decreases happen to both assets and liabilities.

See the next page for the assets and liabilities tracking worksheet, which is our balance sheet.

BALANCE SHEET

AS OF (MM/DD/YYYY) :_______________________

PRIORITIZE MONEY GOALS

*Reminder: specific, measurable, time based goals

ASSETS	AMOUNT
CASH AND CHECKING ACCOUNTS	
SAVINGS ACCOUNTS	
INVESTMENTS (STOCKS, BONDS, MUTUAL FUNDS)	
RETIREMENT ACCOUNTS (401K, IRA)	
RETIREMENT ACCOUNTS (401K, IRA)	
REAL ESTATE (PRIMARY RESIDENCE)	
VEHICLES	
PERSONAL PROPERTY	
TOTAL ASSETS:	

LIABILITIES	AMOUNT
MORTGAGE	
CAR LOANS	
STUDENT LOANS	
CREDIT CARD DEBT	
PERSONAL LOANS	
2ND MORTGAGE	
TOTAL LIABILITIES:	

NET WORTH

NET WORTH (ASSETS - LIABILITIES): ASSETS - LIABILITIES	

Let’s not forget about these areas of your finances

We want to avoid omitting any additional areas of your finances. We want to consider any insurance that you have currently. For instance, we're considering life insurance, home insurance, auto insurance and any umbrella policies or additional insurances that you may have. It's important to track insurance on a yearly basis, at minimum. Another thing to point out is additions to your home, this may require an update to your insurance. It's always important to take a look at your insurance to make sure any life changes are also taken into account, like the birth or adoption of a child.

Furthermore, if you own a business, we want to be able to track the business assets, liabilities and expenses in cash flow, similar to how we discussed on a personal basis. Some important areas to consider when organizing your financial life or business are business documents, business bank accounts, savings accounts, employee records, stock plans, company debt and any additional company agreements.

When considering the question of digital versus paper based organization methods, it ultimately comes down to your personal preference? Do you prefer paper, digital, or do you prefer a combination of the two? What's most important is to create a plan and stick to it with accountability. That accountability piece is the additional piece that holds all your financial goals together.

Who's your accountability partner?

Section 2: Not your ordinary financial goal

What are clear achievable financial goals? Remaining clear on what you would like to achieve, while reducing or removing any general comments. Some of those comments could be: "I want to be out of debt" or "I would like to buy a home". We'd want to add specific, measurable, time based components, and the impact this will have on you and your goal. So let's determine what a financial goal is for you? A question that I ask clients and you can ask yourself, what keeps you up at night, financially speaking? Where would you like to be financially in 5, 10, 20 years from now? The second question leads into the discussion of short, mid, and long-term financial goals.

An example of a financial goal could be, paying off a credit card balance of $10,000, within the next two years, by paying an additional $400 a month. This goal is an example of a specific, measurable, and time-based goal. Let's take the example of planning for future education expenses. A clear, achievable financial goal for education expenses would be to save and invest $4,000 a year, for the inflation adjusted cost of the higher education expenses over the next 18 years. This education goal allows us to save and invest a predetermined amount for a stated time frame. It also includes the ability to take into account the increasing cost of higher education expenses.

Now, just take a moment to consider what goals are most important to you and then add a specific and measurable time-based component to the goal.

specific____________, measurable_____________, time based____________

Example:
<u>Specific</u>: Purchase a $500K vacation (2nd) home in your 2nd happy place *city to escape the heat or cold.
*You would enter your desired location.
<u>Measurable</u>: In order to purchase the vacation (2nd) home, save $96,079.20 each year and earn at least 2% interest compounded annually. This would achieve the goal of saving $500K.
<u>Time based</u>: In 5 years

This goal written in a concise manner for reference:
Plan to purchase a $500,000 vacation home in your desired city within five years. To achieve this, save $96,079.20 annually and earn at least 2% interest compounded each year.

Prioritizing your goals

Now it's time to prioritize the goals that matter most, financially speaking. It is important to prioritize your financial goals for two reasons: first, giving priority to one goal over another sets a precedent for what should be achieved and in what order. If your goals are on paper or digital format, you have a goal post that you can drive towards. Secondly, prioritizing serves as a task list of goals yet to be achieved, and also those areas that have been conquered within your financial goals. For example, making a single line through an accomplished goal serves as the reference that you have made progress and will continue to mark out remaining goals.

What comes first for you? It may be different for each individual, family, and business. There is no right or wrong answer, when it comes to prioritizing your financial goals. What's most important to you financially, is what matters. With that being said, we would like to keep in mind any personal values that can financially impact the priority that the goals may have. In my professional opinion, your long-range savings and investing goals should not come before some of the cash flow and budget management goals. Reason being, we want to keep in mind that cash flow allows us the ability to have more flexibility to reach those goals. If the cash flow is stifled by debt payments, we may not reach some of the financial goals that we have set for short, mid, and long term.

Lastly, when it comes to organizing your financial life and financial goals, you want to keep in mind that your financial goals should align with life goals. Finances assist us in life goals and not the other way around.

Section 3: Understanding Risk and Being Prepared

Rick tolerance and the capacity for risk

One of the key components in building a financial foundation, is understanding both your risk tolerance and your risk capacity. What is risk tolerance? Risk tolerance is your willingness to pursue an uncertain favorable outcome, with the possibilities of having a less favorable outcome. How much certainty are you willing to give up for the potential positive result? Risk capacity, on the other hand, is your financial ability to endure a potential financial loss, and still be able to achieve your stated objective or financial goal.

Both risk tolerance and risk capacity are important as you continue to build on your financial foundation, because both allow you to understand how much risk you can take. This pertains to investing and also in setting the priority to achieve your financial goal.

For example, a goal may be to retire within the next 10 years, with a conservative to moderate risk tolerance and a medium capacity for risk. This goal may be achievable, but it may mean taking additional risks to achieve in 10 years. Now is the opportunity to think through how important the goal/objective is and does it warrant a more aggressive approach to achieve it. If this goal is not the highest priority, would it mean delaying that goal for a few more years to be able to achieve it? This would allow you to stay within your comfort zone, of your risk tolerance. It could mean retiring in 10 years as planned, but with some adjustments.

On the following page, you will find the risk tolerance discussion matrix. This tool will help guide you through the process of understanding your risk tolerance and appropriate level of risk. This is based on your investment objective, time horizon and investment experience.

On the next page, you will find the risk tolerance decision matrix.

RISK TOLERANCE

AS OF (MM/DD/YYYY) :_______________

SUITABILITY

CLIENT 1	
FULL NAME	
DATE OF BIRTH	
EMPLOYMENT STATUS	
MARITAL STATUS	Single
NUMBER OF DEPENDENTS	
EMPLOYER NAME	
OCCUPATION	
ANNUAL HOUSEHOLD INCOME	
NET WORTH	
LIQUID NET WORTH	
INVESTMENT OBJECTIVE *	Income
TIME HORIZON	
YEARS OF INVESTMENT EXPERIENCE	

*Income, Income/Growth, and Growth

CLIENT 2	
FULL NAME	
DATE OF BIRTH	
EMPLOYMENT STATUS	
MARITAL STATUS	Single
NUMBER OF DEPENDENTS	
EMPLOYER NAME	
OCCUPATION	
ANNUAL HOUSEHOLD INCOME	
NET WORTH	
LIQUID NET WORTH	
INVESTMENT OBJECTIVE *	Income
TIME HORIZON	
YEARS OF INVESTMENT EXPERIENCE	

*Income, Income/Growth, and Growth

DECISION MATRIX

TIME HORIZON IN YEARS

INVESTMENT OBJECTIVE *	1 - 5 YEARS	6 - 10 YEARS	10 + YEARS
INCOME	CONSERVATIVE - CAN ACCEPT MINIMAL PRICE FLUCTUATION TO ACHIEVE INVESTMENT OBJECTIVES	CONSERVATIVE - CAN ACCEPT MINIMAL PRICE FLUCTUATION TO ACHIEVE INVESTMENT OBJECTIVES	CONSERVATIVE - CAN ACCEPT MINIMAL PRICE FLUCTUATION TO ACHIEVE INVESTMENT OBJECTIVES
INCOME / GROWTH	CONSERVATIVE - CAN ACCEPT MINIMAL PRICE FLUCTUATION TO ACHIEVE INVESTMENT OBJECTIVES	MODERATELY CONSERVATIVE OR MODERATE- CAN ACCEPT A SMALL DEGREE OF RISK AND VOLATILITY TO SEEK MORE APPRECIATION	MODERATE- CAN ACCEPT MODERATE PRINCIPLE FLUCTUATION TO ACHIEVE INVESTMENT OBJECTIVES
GROWTH	MODERATELY AGGRESSIVE - CAN ACCEPT A LARGER DEGREE OF PRINCIPLE FLUCTUATION IN EXCHANGE FOR POTENTIAL HIGHER RETURN.	MODERATELY AGGRESSIVE OR AGGRESSIVE- CAN ACCEPT A LARGER DEGREE OF PRINCIPLE FLUCTUATION IN EXCHANGE FOR HIGHER MID TERM RETURN POTENTIAL.	AGGRESSIVE OR AGGRESSIVE GROWTH - CAN ACCEPT A HIGH DEGREE OF RISK RESULTING IN AN UNCERTAIN DEGREE OF GAIN OR LOSS WITH THE POSSIBILITY OF SUBSTANTIALLY HIGHER RETURNS.

Getting Better Organized

Maintaining records of additional contacts and information regarding your finances is key as well. These records can include: primary care physicians, pediatricians, emergency contacts, primary medical insurance, and secondary medical insurance. Key professionals can also be listed, like, your financial planner, attorney, accountant, dentist, and veterinarian. As far as estate planning , we want to maintain an accurate place for your last will and testament. This should include your living will, health care directors, durable power of attorneys, burial instructions, any letter of instructions for the executor/executrix and keeping the beneficiary of your accounts updated. This should also include your trust documents and trust accounts.

Why is this important? Why should we consider these additional areas of your finances? These areas are not the immediate focus of your finances, they're not cash flow, assets, liabilities, or your budget. However, these areas are just as important because we want to make sure that in the event the unexpected happens, your loved ones have access to the necessary contact information and documents needed to take care of any financial situations.

When was the last time you reviewed the documents discussed in this section? One of the most actionable steps that you can take, within this section, is to take a look at your 401k. Do your beneficiaries need to be updated? Pertaining to bank accounts, have you added transfer on death. No matter where you are in your financial journey, establishing these records of your key contacts and key areas of your finances, will help transform your intentions into the foundation of prosperity.

See the next page, for the key areas and contacts organizer.

CONTACTS ORGANIZER

AS OF (MM/DD/YYYY) :________________

KEY CONTACTS

CONTACT OR FINANCIAL AREA	HOW TO CONTACT/ WHERE TO FIND	
KEY CONTACTS: FAMILY MEMBERS, FRIENDS, POWER OF ATTORNEY	NAME:	TELEPHONE:
KEY CONTACTS: FAMILY MEMBERS, FRIENDS, POWER OF ATTORNEY	NAME:	TELEPHONE:
MEDICAL KEY CONTACTS: PRIMARY CARE PHYSICANS (PEDIATRICIAN), MEDICAL INSURANCE, DENTIST, AND ETC.	NAME:	TELEPHONE:
MEDICAL KEY CONTACTS: PRIMARY CARE PHYSICANS, MEDICAL INSURANCE, DENTIST, AND ETC.	NAME:	TELEPHONE:
UTILITIES: ELECTRIC, GAS, CABLE/INTERNET, CELL PHONE, AND ETC.	NAME/ITEM:	TELEPHONE:
UTILITIES: ELECTRIC, GAS, CABLE/INTERNET, CELL PHONE, AND ETC.	NAME/ITEM:	TELEPHONE:
IMPORTANT DOCUMENTS: BIRTH CERTIFICATES, PASSPORTS, MARRIAGE CERTIFICATES, SAFE DEPOSIT BOXES, AND ETC.	NAME/ITEM:	LOCATION:
IMPORTANT DOCUMENTS: BIRTH CERTIFICATES, PASSPORTS, MARRIAGE CERTIFICATES, SAFE DEPOSIT BOXES, AND ETC.	NAME/ITEM:	LOCATION:
OWNERSHIP DOCUMENTS: REAL ESTATE, APPRAISAL AND INVENTORY OF VALUABLES, VEHICLE TITLES, AND ETC.	NAME/ITEM:	LOCATION:
OWNERSHIP DOCUMENTS: REAL ESTATE, APPRAISAL AND INVENTORY OF VALUABLES, VEHICLE TITLES, AND ETC.	NAME/ITEM:	LOCATION:
TAX DOCUMENTS: TAX RETURNS, GIFT TAX RETURNS, PROPERTY TAXES, AND ETC.	NAME/ITEM:	LOCATION:
TAX DOCUMENTS: TAX RETURNS, GIFT TAX RETURNS, PROPERTY TAXES, AND ETC.	NAME/ITEM:	LOCATION:
STREAMING SERVICES OR SUBSCRIPTIONS: MONTHLY OR ANNUAL SERVICES	NAME/ITEM:	TELEPHONE OR EMAIL:

CONTACTS ORGANIZER

AS OF (MM/DD/YYYY) :________________

KEY CONTACTS

CONTACT OR FINANCIAL AREA	HOW TO CONTACT/ WHERE TO FIND	
BANKING AND INVESTING: ACCOUNT STATEMENTS, AND ONLINE BILL PAY: AUTO OR MANUAL PAID, AND ETC.	NAME/ITEM:	TELEPHONE / LOCATION:
BANKING AND INVESTING: ACCOUNT STATEMENTS, AND ONLINE BILL PAY: AUTO OR MANUAL PAID, AND ETC.	NAME/ITEM:	TELEPHONE / LOCATION:
TRUST DOCUMENTS: PERSONAL, TRUSTEE, CHARTIABLE DONATION PREFERENCES, AND ETC.	NAME/ITEM:	LOCATION:
TRUST DOCUMENTS: PERSONAL, TRUSTEE, CHARTIABLE DONATION PREFERENCES, AND ETC.	NAME/ITEM:	LOCATION:
ESTATE DOCUMENTS: WILLS, HEALTH CARE DIRECTIVES, DURABLE POWER OF ATTORNEY, AND ETC.	NAME/ITEM:	LOCATION:
ESTATE DOCUMENTS: WILLS, HEALTH CARE DIRECTIVES, DURABLE POWER OF ATTORNEY, AND ETC.	NAME/ITEM:	LOCATION:
INSURANCE DOCUMENTS: HOME AND AUTO, LONG-TERM CARE, GROUP LIFE INSURANCE, AND ETC.	NAME/ITEM:	TELEPHONE / LOCATION:
INSURANCE DOCUMENTS: HOME AND AUTO, LONG-TERM CARE, GROUP LIFE INSURANCE, AND ETC.	NAME/ITEM:	TELEPHONE / LOCATION:
RETIREMENT DOCUMENTS AND BENEFICIARIES: IRA STATEMENTS, 401(K), RESTRICTED STOCK OR STOCK OPTIONS, AND ETC.	NAME/ITEM:	TELEPHONE / LOCATION:
RETIREMENT DOCUMENTS AND BENEFICIARIES: IRA STATEMENTS, 401(K), RESTRICTED STOCK OR STOCK OPTIONS, AND ETC.	NAME/ITEM:	TELEPHONE / LOCATION:
LENDING DOCUMENTS: MORTGAGE, CAR LOANS, RENTAL LEASE AGREEMENTS, AND ETC.	NAME/ITEM:	TELEPHONE / LOCATION:
LENDING DOCUMENTS: MORTGAGE, CAR LOANS, RENTAL LEASE AGREEMENTS, AND ETC.	NAME/ITEM:	TELEPHONE / LOCATION:
BUSINESS DOCUMENTS: BUSINESS FORMATION DOCS, OWNERSHIP PAPERS, AGREEMENTS, AND ETC.	NAME/ITEM:	TELEPHONE / LOCATION:

Section 4: Tying together steps 1 and 2 of the financial planning process

Let's take what we've learned in sections one through three, and put it all together within steps one and two of the Certified Financial Planner ® process. Step one of the financial planning process is to understand your personal and financial circumstances. At this point you have a better understanding of your current financial situation because we have reviewed your assets, liabilities, cash flow, and the additional areas related to your finances. We have taken into account your personal values as well as your financial goals and how the two align.

This information leads directly into step two which is identifying and selecting your goals. The financial goals that you have, the areas of your finances that keep you up at night, these are the areas that we would like to take care of first. How many financial goals would you like to achieve? There's no set number or correct answer here. However, you should give each financial goal the dedicated time and space for development and achievability. It's important to focus on one or two major financial goals a year. Then, revisit those goals on an ongoing basis, at minimum once per year, after the initial year. This will allow us to stay on track and make adjustments as needed.

For example, a meeting with me as your financial planner would be along the lines of, discussing your current situation and where you are with your finances. We'd discuss where you would like to be in the future, all of your financial situations, assets, liabilities and cash flow. With this information, we can identified and select your goals. We would set a priority for those goals.

- **Long term goals may be to plan for higher education expenses, your desired retirement, to leave a bequest to future generations, or a charity that you are passionate about.**
- **Midterm goals could be taking a two-week vacation to Europe or purchase your next vehicle with cash.**
- **Short-term goals may be to pay off a $10,000 credit card balance and allocate more savings to invest.**

Now that we have the fundamental understanding of your current financial situation, your financial goals and the priority of those goals, we can adapt a plan to fine tune the two main areas of your finances. In subsequent years, we will continue to keep track of these goals and their progress and make any adaptations as needed as life evolves.

Now what happens next year? We have year one in the books. What happens in year two? We build on the progress we made with the foundations and we do a complete review of your finances. Let's take a look at where your budget is now, compared to where it was last year, and where you would like it to be next year. Also, we look at your assets and liabilities to see where your net worth is, compared to last year and where it is this year. We'd look at where you would like your net worth to be next year, and then take a look at the goals that we were working towards in the first year of the engagement. We'd confirm our progress and if we need to make any changes, those steps would be taken. Then, we move on to the next one or two major areas in your finances. This could be focusing some of that additional cash flow on retirement as well as allocating savings to the next vehicle purchase in cash.

We would continue this process until we cover all of your financial goals and then we repeat. For example, it may take a few years to go through all of your goals, but once we complete the initial assessment, then we'd look back at the goals that were created. From there, we do what I call the forward looking review. We look backwards to look forward, in your finances and the goals that you are achieving. This is how we maximize the potential to reach your financial goals. We're organizing your financial life, then transforming those intentions into prosperity.

What’s next?

We’ve gone through this exercise to better understand your finances, now let's move on to what you do next. I recommend storing the documents in both digital and physical formats, in a secure place. The digital file should be stored on an encrypted drive. The encrypted hard drive (flash drive) will not be easily tampered with, and both the flash drive and physical documents should be stored in a safe place. This could be in a safe, a safe deposit box, or similar safe place that the necessary individuals are able to access.

If you have not done the exercises yet, now is your time. Within the email for the book download, there is an option to participate in a 3- day challenge. This challenge will allow you to complete the “Organize Your Financial Life”, foundational steps in 15 minutes a day.

How does the challenge work? Once you sign up via email, you will receive the first email on day one. The day one email will include the steps to complete the budget/ cash flow and assets/liabilities. On the next day you'll receive another email with steps on how to complete day two action items. These items include setting specific, measurable, and time based goals; followed by their priority. Finally, on day three you'll receive an email on how to complete day three actions. On this day of the challenge, you will understand your risk tolerance and risk capacity for your financial situation.

This book has covered the foundational elements to organizing your financial life and transforming your intentions into prosperity. With this launching place established, you may be thinking about the remaining steps of the financial planning process. What about steps three through seven? Those steps are actually to analyze your current course of action and evaluate alternative courses of action. Then, it's to develop the financial planning recommendations, and present them. We would then follow up by implementing the financial planning recommendations, and then monitor the progress and implement updates. Although we went through steps one and two in this book, there's still additional work to collaborate on. I am here to start the conversation and build on the actions you've done thus far.

Feel free to contact me at: yourcfo@asmallinvestment.com

What are your next steps?

Now that you've laid the foundation for organizing your financial life, the next steps are key to achieving lasting prosperity.

Let's continue the journey together. Schedule a conversation today, to turn your plans into actions and long-term success.

[Let's Get Started]