

The Gift of Answers™ Workshop



Personal Planning Checklist for Financial Advisors

Questions	YES	NO
• Have you talked to your family about what they should do after you die? Do they know your final arrangement wishes?		
• Does your family know who to call for help after you are gone?		
• Do you have a financial advisor?		
• Does your family know everything they need to know about your money? How much you owe? What you own? Who owes you money?		
• Will your family have enough income to maintain the lifestyle to which they have become accustomed?		
• Will your family have to go on a scavenger hunt for documents and information? Do you have copies of all your company benefits and summary plan descriptions?		
• Do you have wills, a trusts, healthcare directives, HIPAA authorizations, and durable powers of attorney in place?		
• Do you still have any residual benefits or retirement plans from former employers, or the military?		
• Do you have a business succession plan?		
• Do you have a written plan, if you suffered a disaster, such as a robbery, fire or natural disaster?		
• If you had to leave your house in a hurry because of a pending disaster, do you know what you would take with you?		
• If you became disabled tonight, do you have enough income to maintain your family's lifestyle and keep your business going indefinitely?		
• Do you have enough Life Insurance, Disability Income, Business Overhead Expense and Long-Term Care coverage?		
• Are your children/grandchildren prepared to take on the responsibility of the family legacy and their inheritance – both the emotional and financial aspects?		
• Do you feel an obligation to prepare them for these responsibilities?		
• Do your children/grandchildren know the family story along with the values, life lessons and turning points in our life that got us to where we are today....along with what I envision for the family's future AND there is an intentional and systematic way to continue to do so for future generations.		

Planning Questions about your Top 50 Clients

Questions	YES	NO
<ul style="list-style-type: none"> Do your clients' spouses know who will be their Financial Advisor if the client died today? 		
<ul style="list-style-type: none"> Do the spouses and other family members consider you a trusted advisor? 		
<ul style="list-style-type: none"> Have you discussed your clients' plans with the families? 		
<ul style="list-style-type: none"> Does everyone in the family know who to call and what to do? 		
<ul style="list-style-type: none"> Do your clients have written plans, if they suffered a disaster, such as a robbery, fire or natural disaster? 		
<ul style="list-style-type: none"> Have they done everything that you have suggested to them? What needs to be done next? Are all the fundamentals in place? 		
<ul style="list-style-type: none"> Do they have wills, trusts, healthcare directives, HIPAA authorizations, and durable powers of attorney in place? 		
<ul style="list-style-type: none"> Do they have copies of all their company benefits and summary plan descriptions? 		
<ul style="list-style-type: none"> Will the families have enough income to maintain the lifestyles that they have become accustomed? 		
<ul style="list-style-type: none"> Do they have enough life insurance and long-term care coverage? 		
<ul style="list-style-type: none"> Have you talked to the clients' families about what they should do after the death of their husband, wife or other family members? 		
<ul style="list-style-type: none"> Do you know their accountants, attorneys, trust officers, or property casualty agents? 		
<ul style="list-style-type: none"> Are you the lead advisor in regard to your clients' financial affairs? When the time comes, will you be ready to meet with the family and answer all their questions? 		
<ul style="list-style-type: none"> Are their children/grandchildren prepared to take on the responsibility of the family legacy and their inheritance – both the emotional and financial aspects? 		
<ul style="list-style-type: none"> Do they feel an obligation to prepare them for these responsibilities? 		
<ul style="list-style-type: none"> Do their children/grandchildren know the family story along with the values, life lessons and turning points in our life that got us to where we are today....along with what they envision for the family's future AND is there an intentional and systematic way to continue to do so for future generations. 		

“This lack of knowledge deprives people the opportunity to mourn.” - Martin Kuritz – Author of the Beneficiary Book