Advisor Checklist

WEALTH ADVISOR
TRAINING

New Fact

Before Meeting

- Was prep email sent?
- Do we have any info that is already in team folder, redtail?
- Any other background info that would be helpful? *what would support advisor need to know

During Meeting

- *Client should talk 90%, advisor talks 10%
- *Client should leave with minimal homework - be sure to get as much info as possible before the meeting and during this
- Approach language:
  - Transparent fee structure
  - Transparent process description
  - Clear language on finding right advisor fit
- Goal setting and gathering financial facts:
  - Clear short-term goals
  - Mid-term goals
  - Long-term goals
  - If you do not have balance sheet from initial email, then make sure you fill in missing pieces by asking (buget, balance sheet, copies of tax returns, estate plan, insurance, etc.)

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During Meeting

- Top 5 Values (only if have time)
  - Top 10, then get down to top 5
  - What are top 5 values?
  - Why is each value important?
  - Ask for example of when it was most present in their life?
  - How are values present currently in life?
  - What would need to happen to progress to a 10/10 on each value?

- Thought provoking questions – ask min. of 3
  - Time exercise (24 hours pre and post retirement)
  - Financial independence approach to retirement
  - Competing goals question
  - Ask for rank (spending vs. legacy)

- 5. Next steps
  - a. Nice follow up email/ discovery letter, schedule next meeting there, and email what is needed, (but don't let it hold up process)/ this will be mainly sending E MONEY link and then asking for statements.