Advisor Checklist

WEALTH ADVISOR
TRAINING

Review Meeting (Current Clients)

Before Meeting

- Case notes reviewed and any follow up points from 1 year, 2 years ago, etc? Provide recap to Matt on last couple meetings in an email (if Matt is in meeting) ask for balance sheet updates that are not connects on emoney, and ask for updated budget (before meeting) through google sheet lnk

- Lead advisor should gather...
  - Summary of last 2 years of notes
  - All old docs
  - Make sure any old excel notes are in 1 centralized google sheet (per client)
  - Run orion
  - Review redtail activities and important info (do client survey if not already done)
  - Review segmentation and get information that is needed/ or gather what is missing

- Look through segmentation - make a note of any missing information to ask in meeting

- Make sure Emoney plan is up to date (to best of knowledge)

- Send agenda to client
  - Include recap of last meeting
  - Include agenda of this meeting
  - Any other outstanding items (seen below in "during meeting")

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During Meeting

- Goals
  - Review accomplishments from last review
  - Anything important for them to discuss first?
  - List out outstanding goals / action items still that need to be completed

- Budget / Cash Flow/ Tax planning updates

- Technical updates
  - Portfolio review (and include link to last quarter market commentary update)
  - tax withholding audit
  - Backdoor Roth's / Roth conversion planning
  - Short-term, mid-term, and long-term technical planning

- Update Emoney (college plan, retirement plan, risk management audit, estate planning review, etc.)

- Top 5 Values (DO THIS if not already done!!)
  - 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?

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After Meeting

- Copytalk the meeting - use your notes to highlight all key information discussed and given
- Draft follow up email
  - *do you need to schedule a follow up call?
  - *is segmenation completely filled out all the way from left to right?
  - request any outstanding items not already received (outside 401k statements, paystubs, tax returns, etc. and provide secure emoney upload link)
  - check to see if we are managing outside 401k through pontera and if link is live
- Either
  - Put in CFP team sheet if action item is needed from CFP team
  - Advisor waiting for green light section if commitment not there yet (and then check in weekly)
- Include detailed follow up email to client and to our team intro, what we are doing, and clear and as much detail as possible on what we are doing, etc.
  - Separate email to client
  - Separate email (another one to internal CFP with more detailed instructions/ what is green light/ what is not)
- Include seperate emails if needed
  - video topics such as roth conversion, Donor advised fund, etc.
  - emoney screen shots for hug of plan
  - tax follow ups to CPA, etc.

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After Meeting

- Send requests to the team (BCC internal team) to case note so we can reference in future
- Any intro's need to be made to other professionals like
  - CPA
  - Attorney
  - Etc.

- Record any possible follow ups for the future - are they buying a house, having a baby, traveling? Did they mention hobbies, interests, strong likes for something we could buy as surprise gift? If so, email to internal team (she'll record appropriately in master calendar or segmentation)
  - Set any appropriate reminders in redtails for activites that will not be tracked in google sheet (for 1 mo +)

- INPUT values into Segmentation, and make sure case noted as well

- Update Segmentation and next steps for planning

- Go back through this list and your notes - did you miss anything?