Short Term (4)

Create strategic bank account structure + divide up cash balance
Current cash = $xxx,xxx
0/4 `Cash Flow`

Classify unknown expenses in eMoney >$100
0/1 `Cash Flow`

Send new contract and establish ongoing payment method
0/1 `Admin`

Create Investment policy statement and trusted contact form
`Admin`

Mid Term (3)

2022 tax planning items
Insert relevant tax planning items...
`Taxes`

Misc. questions related to "client name" employee benefits
0/7 `Employee B....`

Update "client name" employer institution 401(k)/403(b) contributions + investment allocation
0/3 `Assets`

Long Term (8)

Create an estate plan ?
Utilize local estate attorney or online platform
0/3 `Estate`

Discuss optimal amount of disability insurance for family
Current coverage =
0/1 `Insurance`

Review P&C coverage
0/3 `Insurance`

Discuss optimal amount of term life insurance for family
Current coverage =
0/4 `Insurance`

Run financial freedom projections in eMoney
0/2 `Financial Fr...`

Discuss upcoming travel plans and expected costs
0/1 `Travel`

Revisit goals, values, life transitions
`Goals/values`

Discuss educating funding target for "kids names"
0/3 `Kids`

Reoccuring (9)

Near-term cash flow priority
Estimated annual savings = $xxx,xxx; assuming $xxx,xxx household income and $xx,xxx spending per month
0/6 `Cash Flow`

Make annual "back door" Roth IRA contributions
$6,000/year per person
0/3 `Assets`

Make annual Roth IRA contributions
$6,000/year per person
`Assets`

Set annual priorities and revisit longer-term priorities
`Financial Fr...`

Health Savings Account strategy
Contribute pre-tax $, earnings grow tax-free, withdrawals tax-free for reimbursement of qualified medical expenses
0/3 `Assets`

Client Name's open enrollment decisions
Open enrollment date =
0/6 `Employee B...`

Current investment strategy
0/5 `Assets`

Completed Ta...

No Tasks
Drag tasks here or click + to add new tasks

Assets (7)

Client Name's RSUs/stock options/ESPP
Near-term strategy =
0/4 `Assets`

Open investments accounts with First Ascent at TD Ameritrade
0/6 `Assets`

Open investment accounts at Fidelity
0/5 `Assets`

Transfer "client name institution account type" into "client name new institution account type"
0/1 `Assets`

Open 529 plans to begin saving for kids' education
0/2 `Assets`

Discuss investment accounts for kids
0/2 `Kids`

Dollar cost average $xxx,xxx of cash into "account name"
0/1 `Assets`

Debt (9)

Explore refinancing your mortgage
Current interest rate =
0/2 `Debt`

Explore refinancing "client name" auto loan
Current interest rate =
0/1 `Debt`

Explore refinancing "client name" private student loans
Current interest rate =
0/3 `Debt`

Open Chase Sapphire credit cards
Potential travel points = $2,100
0/7 `Debt`

Submit employment certification forms for PSLF and confirm PSLF credit was handled properly
Current PSLF months =
0/3 `Debt`

Certify income for "client name" student loans
IDR certification date = "date"; should receive email from loan servicer near end of "month"
0/2 `Debt`

Close/downgrade "credit card name"
0/1 `Debt`

Taxes (2)

Make introduction to CPA to discuss tax preparation for 2022+
`Taxes`

Open Fidelity Donor Advised Fund and fund with highly appreciated securities
0/4 `Taxes`

Business (3)

Add EYW as third party to bookkeeping software
`Business`

Possibly elect S Corp taxation for "company name"
`Business`

Misc. items related to "client name" business
0/4

Cash Flow (3)

Schedule dedicated time to review spending in depth + develop ongoing budget
Estimated monthly spending = $xx,xxx; ideally need to reduce to $xx,xxx to hit 20% savings target
0/2 `Cash Flow`

Misc. items related to buying a new home
0/2 `Cash Flow`

Create home renovation priority list + discuss funding strategy
0/3 `Cash Flow`

Unassig... 48
Jake
Marie L...
Mike