



This **Financial Uncertainty Preparedness Checklist** outlines more than 40 actions you and your financial adviser should take to ensure that there are no dangerous gaps in your financial plan. Once you've completed this checklist, you'll rest easy knowing that you are on track to achieve your financial goals.



101 SERIES

This icon identifies a Keating 101 Series briefing. Each 4-page briefing is highly visual and answers a common financial planning question clearly and succinctly.

❑ 1. Uncertainty Preparedness

- Establish a savings account with at least 6 to 12 months' worth of expenses (24 months for retirees).

❑ 2. Financial Planning

- Create a written, date- and dollar-specific financial plan.
- Define all financial goals.
- Perform a risk analysis to establish the baseline likelihood of achieving those goals; track continuously.
- Quantify how savings influence achievement of goals; establish a corresponding monthly savings plan.
- Establish 529 accounts to fund children's or grandchildren's college expenses (if applicable).



COLLEGE FUNDING 101

- Optimize retirement plan funding and investments.



RETIREMENT PLAN FUND SELECTION 101

❑ 3. Portfolio Review

- Verify that your current asset allocation is optimized to maximize the probability of achieving your financial goals; revise as necessary.
- Understand every security you own, why you own it, and how it fits into your overall asset allocation.
- Ensure that your portfolio maximizes diversification while minimizing costs and taxes.
- Stress test the portfolio for worst-case scenarios to make sure you can meet your goals.
- Reduce or eliminate concentrated positions.

❑ 4. Retirement Planning

- Define your vision of retirement, including a spending plan.
- Create a comprehensive cash management plan that generates the required retirement income streams to match the spending plan.
- Download your Social Security benefit statement and verify its accuracy.



SOCIAL SECURITY 101

- Review your Medicare options and choose appropriate programs.



MEDICARE 101

❑ 5. Legacy Goals

- Define family gifting goals and philanthropic gifting goals.
- Protect intergenerational transfers of assets from the impact of taxes.

❑ 6. Balance Sheet Management

- Review loans and optimize borrowing.
- Consider establishing a line of credit.

❑ 7. Insurance Review

- Establish a life insurance strategy.



LIFE INSURANCE 101

- Review your disability insurance policy.



DISABILITY INSURANCE 101

- Review your health insurance policy.



HEALTH INSURANCE 101

- Review your home insurance for replacement cost coverage.
- Perform an expanded insurance review, including umbrella insurance, traveler's insurance, pet insurance, and an inventory of vehicles and other hard assets.
- Confirm that the scope and amount of coverage for all policies is adequate.
- Review all beneficiaries for all plans (including defined contribution plans).

❑ 8. Health Care

- Establish a health savings account (HSA), if applicable.



HEALTH SAVINGS ACCOUNTS 101

- Create a long-term care plan.



LONG-TERM CARE 101

- Establish a medical screening and preventive health care plan.

❑ 9. Estate Planning

- Hire an estate attorney to draft or update your will and other estate planning documents, or do it yourself.



ESTATE PLANNING 101

- Hire a financial adviser both spouses like.
- Track all financial accounts and assets, and update regularly (either through a financial adviser or online service).
- Use a digital password aggregator (see below).
- Make sure each spouse's will gives the executor permission to manage digital assets.
- Set up bank and other financial accounts to which a surviving spouse will need immediate access in both spouses' names or as "transferable on death" from one spouse to the other. (Some types of accounts in one spouse's name alone typically go through probate and may not be immediately accessible.) Consult with an estate attorney before retitling accounts if you think you may owe federal or state estate tax.

❑ 10. Cybersecurity, Safety and Documentation

- Use a digital password aggregator to keep track of log-in information for online accounts, and keep the password with your wills information for online accounts.



CYBERSECURITY 101

- Collect records of all accounts, computer files, photos of personal property, inventory of vehicles, and confirmation of financing and ownership.
- Collect a record of safes, storage units and safe deposit boxes, including access information for each.
- Establish a strategy for identity theft protection.