

This is the top of the ladder. Start from the bottom and work your way up.

Tax and Business Strategy	Just come see me when you are ready.	Either make money or save money.	Maximize Profit, Minimize Costs, and Minimize Taxes.		
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Discussed with Mark, your business consultant, your tax return, career goals, family goals, charitable contribution strategy, etc. This item is ongoing.

Legacy/Estate Planning - This document is for discussion purposes only.

- Have you protected your business? Have you established the succession plan?
- Have you made a will? Have you discussed long term care? Have you considered dreaded disease or catastrophic illness insurance?
- Healthcare Directive/power of attorney? Statutory durable power of attorney? Springing - immediate for spouse and upon capacity for everyone else?
- Power of attorney for finances? Renewed every 3 years? Indemnity language? Specific legal property description? HIPAA Release? Advanced directives?
- Do you need a trust? (Note: Long term care will be discussed as an insurance strategy.)
- Have you updated your beneficiary forms at least annually and for any family changes?
- Have you verified your funeral arrangement e.g. purchased the plot or prearranged funeral plan?
- Have you made sure the appropriate people are aware of your estate desires? Do you have a guardian for living dependents?
- Have you made sure the appropriate people know where your important financial documents are located? Consider completing the Life Folio checklist.
- Have you chosen the right probate avoidance method? See Below. Read 8 Ways to Avoid Probate by Mary Randolph, J.D. Excellent book.

Real Estate	Transfer to a living trust.	Hold property in joint tenancy with a co-owner or tenancy by the entirety with your spouse.	Hold as community property (or community property with right of survivorship) with your spouse.	Prepare a transfer-on-death deed.
Bank accounts, certificates of deposit	Name a payable-on-death beneficiary.	Same as Hold in joint tenancy...	Same as Hold as community property...	Same as xfer 2 liv...
Stocks and bonds	Name a transfer-on-death beneficiary.	Transfer to a living trust.	Same as Hold in joint tenancy...	Same as Hold as community property...
Government bonds	Register ownership in beneficiary form.	Same as Hold in joint tenancy...	Same as Hold as community property...	Same as xfer 2 liv...
Cars and other vehicles	Register in transfer-on-death form.	Same as Hold in joint tenancy...	Same as Hold as community property...	Same as xfer 2 liv...
Retirement accounts (IRAs, 401(k) plans)	Name a beneficiary to inherit at your death.	N/A	N/A	N/A

Education Planning

Going to school or back to school? When? Funding - working, student loans, grants, scholarships, etc.?

Automobile Insurance	Homeowners Insurance	Life Insurance	Medical/Health Insurance	Disability Insurance	Liability Insurance
unexpired Texas Drivers License	flood insurance	20 year paid up policy? Whole life?	Preferred Provider Organization (PPO) or Health Maintenance Organization (HMO) plan?	Do you have it and yes you need it.	Errors & Omissions for your business.
Texas Registration	Texas windstorm	Mutual insurance company/earn interest/dividends on the policy?	adequate coverage?	elimination period?	Business Insurance/property
Texas Inspection	replacement value coverage	can pay for funeral expenses?	okay with the deductibles?	coverage period?	Key person Life Insurance
Full Coverage Insurance (if applicable)	renters insurance (if applicable) or making sure that you have the lowest electricity rate. Ask me about rates for commercial and residential.	can pay for debt?	office visit? Prescription plan?	covered by your employer?	
warranty?	lawn care services? Sprinkler/watering strategy?	can take care of family, education, etc.	covered by your employer?		
	annual termite services?	temporary insurance? term?			
	quarterly pest extermination?				

Cash Flow and Debt Management - This document is for discussion purposes only.

- As part of Cash Flow and Debt Management, the next step is to review your credit score and reports that are listed with all of the bureaus and remove negative items from your report.
- Mark Nash Financial Forecasting Tool - This is the document necessary for developing your yearly strategy/budgeting tool. Should be updated monthly.
- Wealth Analysis Tool - This tool is from the people at Jaxworks. Use this tool to assess where you are e.g. you have too much debt or you should be investing more, etc. Should be updated as often as necessary, but at a minimum yearly.
- Bill Adjustment Form - This document lists assets, liabilities (recurring and non-recurring debt), monthly living expenses, and cash in the bank. You need this document to layout the strategy in the financial forecasting tool. Also, this document is really handy for applying for loans whether home, business, etc. Should be updated monthly.
- Perform these items in this order. Establish a Vision, Determine your Goals, Design a Plan, Execute the Plan, Monitor to make sure that it makes sense.
- Obtain a job or start a business and generate consistent revenues in order to have some money to manage.
- Establish bank accounts - business, checking, savings. (This will have the readily liquid savings/money for if you really need it right away.)
- Establish a reliable e-mail account with hotmail.com. Also, utilize Microsoft Outlook to manage your things to do list. Ask me to tell you about the project triangle.