

01 Team	02 Current Situation	03 Goals & Objectives	04 Strategies	05 Tactics	06 Implementation	07 Review of Plan
Who is going to help you?	Where are you at now?	What do you want to achieve?	What do you need to do to achieve your goals?	Your plan of action to implement your strategies	Your tactical action plan checklist	Your regular strategy review checklist
FINANCIAL ADVISER Sam Henderson Henderson Maxwell T: (02) 9222 1422	TOTAL ASSETS \$ 400,000	GOAL 1 To understand where my income goes and set a budget.	STRATEGY 1 Do a budget for the past 12 months.	TACTIC 1 Download budget planner from samhenderson.com.au and complete it to understand cash flow.	Contact <u>Sam Henderson</u> Forms Finished? Yes <input type="radio"/> No <input type="radio"/>	Review What? <u>Budget</u> When? <u>December</u> In Diary? Yes <input type="radio"/> No <input type="radio"/>
ACCOUNTANT James Squire Squire Fitzgerald T: (02) 9222 1411	TOTAL LIABILITIES \$ 230,000	GOAL 2 To build a share portfolio worth \$100,000 within 7 years.	STRATEGY 2 Invest \$800 per month into a regular share trading account investing every three months.	TACTIC 2 Open an account with E*TRADE and set up a direct debit of \$800 per month from my bank account.	Contact <u>E*TRADE</u> Forms Finished? Yes <input type="radio"/> No <input type="radio"/>	Review What? <u>Shares</u> When? <u>July 1st</u> In Diary? Yes <input type="radio"/> No <input type="radio"/>
SOLICITOR Ken Citizen Citizen Legal T: (02) 9234 5678	NET WORTH \$ <u>170,000</u>	GOAL 3 To own two investment properties within 5 years.	STRATEGY 3 Save for a deposit to buy an investment property.	TACTIC 3 Organise an \$800 per month direct debit to internet savings account from my monthly pay to save for deposit.	Contact <u>ING</u> Forms Finished? Yes <input type="radio"/> No <input type="radio"/>	Review What? <u>Savings</u> When? <u>July 1st</u> In Diary? Yes <input type="radio"/> No <input type="radio"/>
MORTGAGE BROKER None	GROSS INCOME BEFORE TAX \$ 80,000	GOAL 4 To obtain personal insurances within 3months.	STRATEGY 4 Obtain quotes for insurances and undertake health tests.	TACTIC 4 Obtain quotes from ING, MLC and Zurich for life, TPD, income protection and trauma insurance.	Contact <u>OnePath</u> Forms Finished? Yes <input type="radio"/> No <input type="radio"/>	Review What? <u>Life</u> When? <u>June 30th</u> In Diary? Yes <input type="radio"/> No <input type="radio"/>
INSURANCE SUPPLIER OnePath	TOTAL EXPENSES \$ 40,000 P.A.	GOAL 5 Set-up a SMSF.	STRATEGY 5 Establish a SMSF after June 30th.	TACTIC 5 Talk to adviser about SMSF after June 30.	Contact <u>Sam Henderson</u> Forms Finished? Yes <input type="radio"/> No <input type="radio"/>	Review What? <u>SMSF</u> When? <u>July 1st</u> In Diary? Yes <input type="radio"/> No <input type="radio"/>
SHARE BROKER E*TRADE Australia T: 1300 987 654	NET INCOME AFTER TAX \$ <u>23,539</u>	GOAL 6 To have a will and powers of attorney within 3 months.	STRATEGY 6 Have a will and powers of attorney drawn up.	TACTIC 6 Book an appointment with Ken Citizen to obtain wills and powers of attorney.	Contact <u>Ken Citizen</u> Forms Finished? Yes <input type="radio"/> No <input type="radio"/>	Review What? <u>Estate</u> When? <u>July 1st</u> In Diary? Yes <input type="radio"/> No <input type="radio"/>
REAL ESTATE AGENT None	SUPERANNUATION BALANCE \$ 67,987	GOAL 7 To own my house outright within 15 years.	STRATEGY 7 Repay principal and interest on house and set loan over 15 years.	TACTIC 7 Call bank to refinance house and obtain a line of credit facility to use for future investment purposes.	Contact <u>Bank</u> Forms Finished? Yes <input type="radio"/> No <input type="radio"/>	Review What? <u>Mortgage</u> When? <u>July 1st</u> In Diary? Yes <input type="radio"/> No <input type="radio"/>

Insurance Strategy				Estate Planning Strategy			
Client	<input type="radio"/> Life \$ <u>500,000</u>	<input type="radio"/> TPD \$ <u>89,859</u>	Client	<input type="radio"/> Wills	<input type="radio"/> Guardianship		
	<input type="radio"/> Income Protection \$ <u>4,000</u> per month	<input type="radio"/> Trauma \$ <u>300,000</u>		<input type="radio"/> Power of Attorney	<input type="radio"/> Binding Death Nomination		
Partner	<input type="radio"/> Life \$ <u>400,000</u>	<input type="radio"/> TPD \$ <u>81,789</u>	Partner	<input type="radio"/> Wills	<input type="radio"/> Guardianship		
	<input type="radio"/> Income Protection \$ <u>3,500</u> per month	<input type="radio"/> Trauma \$ <u>250,000</u>		<input type="radio"/> Power of Attorney	<input type="radio"/> Binding Death Nomination		

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FINANCIAL ADVISER	TOTAL ASSETS	GOAL 1	STRATEGY 1	TACTIC 1	Contact _____ Forms Finished? Yes <input type="radio"/> No <input type="radio"/>	Review What? _____ When? _____ In Diary? Yes <input type="radio"/> No <input type="radio"/>
ACCOUNTANT	TOTAL LIABILITIES	GOAL 2	STRATEGY 2	TACTIC 2	Contact _____ Forms Finished? Yes <input type="radio"/> No <input type="radio"/>	Review What? _____ When? _____ In Diary? Yes <input type="radio"/> No <input type="radio"/>
SOLICITOR	NET WORTH \$ _____	GOAL 3	STRATEGY 3	TACTIC 3	Contact _____ Forms Finished? Yes <input type="radio"/> No <input type="radio"/>	Review What? _____ When? _____ In Diary? Yes <input type="radio"/> No <input type="radio"/>
MORTGAGE BROKER	GROSS INCOME BEFORE TAX	GOAL 4	STRATEGY 4	TACTIC 4	Contact _____ Forms Finished? Yes <input type="radio"/> No <input type="radio"/>	Review What? _____ When? _____ In Diary? Yes <input type="radio"/> No <input type="radio"/>
INSURANCE SUPPLIER	TOTAL EXPENSES	GOAL 5	STRATEGY 5	TACTIC 5	Contact _____ Forms Finished? Yes <input type="radio"/> No <input type="radio"/>	Review What? _____ When? _____ In Diary? Yes <input type="radio"/> No <input type="radio"/>
SHARE BROKER	NET INCOME AFTER TAX \$ _____	GOAL 6	STRATEGY 6	TACTIC 6	Contact _____ Forms Finished? Yes <input type="radio"/> No <input type="radio"/>	Review What? _____ When? _____ In Diary? Yes <input type="radio"/> No <input type="radio"/>
REAL ESTATE AGENT	SUPERANNUATION BALANCE	GOAL 7	STRATEGY 7	TACTIC 7	Contact _____ Forms Finished? Yes <input type="radio"/> No <input type="radio"/>	Review What? _____ When? _____ In Diary? Yes <input type="radio"/> No <input type="radio"/>

Insurance Strategy				Estate Planning Strategy			
Client	<input type="radio"/> Life \$ _____	<input type="radio"/> TPD \$ _____	Client	<input type="radio"/> Wills	<input type="radio"/> Guardianship		
	<input type="radio"/> Income Protection \$ _____	<input type="radio"/> Trauma \$ _____		<input type="radio"/> Power of Attorney	<input type="radio"/> Binding Death Nomination		
Partner	<input type="radio"/> Life \$ _____	<input type="radio"/> TPD \$ _____	Partner	<input type="radio"/> Wills	<input type="radio"/> Guardianship		
	<input type="radio"/> Income Protection \$ _____	<input type="radio"/> Trauma \$ _____		<input type="radio"/> Power of Attorney	<input type="radio"/> Binding Death Nomination		