Your Retirement Lifestyle Workbook





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Purpose of This Workbook

This workbook is designed to help you collect and organize the information needed to develop your Retirement Lifestyle Plan, and will include your goals and the resources available to fund them.

As you go through this workbook, gathering some of the following documents may be helpful in sharing important details of your current situation: Bank and Investment statements, Retirement Account statements, College Fund Account statements, Employer Benefits, Social Security Administration statement, Liability statements, and Insurance policies. Some of these documents may or may not apply to your particular situation.

Important data can be gathered from the above mentioned documents such as: current account balances, contributions and additions currently being made, projected employee benefits, when major liabilities end, future social security benefits or pension benefit amounts.

Thank you in advance for taking the time to gather some of this information so we can focus on the fun stuff: developing a plan that addresses your goals, hopes, and dreams in retirement!

Introduction to Your Retirement Lifestyle Plan

It is time to take control of your own future. With a well-designed Retirement Lifestyle Plan, you can obtain the most enjoyment possible from the money you have to spend during the rest of your life. In an uncertain world where investment returns are unpredictable, planning is the most important exercise you can do to increase the likelihood that you'll enjoy a rewarding retirement.

Planning the future you want should be an enjoyable process, and it all starts with your Goals. So, take your time, allow yourself to dream a little, and have some fun. Begin by telling us a little about yourself.

Personal Information

About You

	Client 1 (C1)	Client 2 (C2)
Name		
Gender	☐ Male ☐ Female	☐ Male ☐ Female
Date of Birth	/ /	/ /
Marital Status		
Employment Status	☐ Employed ☐ Retired☐ Business Owner	☐ Employed ☐ Retired ☐ Business Owner
Employment Income		
Other Income (non-investment only)		
Net Worth (Approx.)	□< \$250K □\$250K - \$500K □\$500	DK - \$1M □\$1M - \$2M □> \$2M
State of Residence		

Children and Grandchildren (or any other Participant included in this plan)

Name	Date of Birth	Relationship

Let's Talk About Your Goals

1. Still Have College? [Page 3]

If you still have College expenses to pay, start with the College Goal.

- Enter all College Goals regardless of when they occur before or during retirement.
- Enter as many College Goals as you need for kids, grandkids or even yourself, undergraduate or graduate.

2. What's Happening Before You Retire? [Page 3-7] If retired, skip to number 3.

If you plan to use money from your Investment Assets (i.e., savings and investment accounts) to pay for any purchases or activities before you retire, you should create a separate Goal for each one.

- Review the 14 Lifestyle Goals on the following pages and identify those that are important to you.
- DO create a Goal for expenses that will be paid (fully or partially) from Investment Assets (e.g., renovating the kitchen, or taking that BIG trip to Europe).
- DO NOT create Goals for any expenses that are paid entirely from your employment income (e.g., cars, annual vacations).

3. Retirement Lifestyle Goals - Begin with the fun stuff! [Page 3-7]

Add a Lifestyle Goal for each significant purchase or activity that will make your Retirement satisfying and enjoyable. Lifestyle Goals are above and beyond what you need to pay the basic expenses of day-to-day living.

- Review the 14 Lifestyle Goals again. Which ones are important to your Retirement satisfaction?
- Dream a little (or a lot). Create all the Goals you'd like, even if you're not sure you can afford them.
- Be sure to consider Cars, Travel and Gifts, which are usually important Goals during Retirement.

Creating more individual Lifestyle Goals can help you make better financial decisions, and increase the overall satisfaction you obtain from your money during the rest of your life. You may even discover that you can do more with your money than you ever expected.

4. Retirement Living Expense [Page 8]

When would you like to retire? How willing are you to delay retirement in order to reach your Goals? Are you already retired? It's time to identify the amount for your basic living expenses during retirement. The budget worksheet [Page 13] can assist you in determining this amount.

Goal Importance Scale

Rate the importance of each Goal on a scale of 10 - 1, with 10 being the most important. This groups your goals by Needs (what you must have), Wants (what you would like to have), and Wishes (what you wish to have).



College



College / Education

If you plan to pay for all or part of a college education (or some other education program) for yourself, a child, or grandchild, make sure you have a Goal for it.

Importance	Who is	Start	No. of	Targe	et Amount	Notes
High Low 10 ←→ 1	attending college?	Year	Years	Own Estimate or Type	Use the Amount for a Specific College	- prepaid years - scholarship / loans
8	e.g., Susan	2020	4		State University	\$1,000/yr scholarship

Type of Average Annual College Costs (as of Dec 2011)								
Average All	Average All \$26,832 Public In-State (4 yrs) \$20,339 Public In-State (2 yrs) \$14,637							
Private (4 yrs)	\$40,476	Public Out-of-State (4 yrs)	\$32,329	Public Out-of-State (2 yrs)	\$22,912			

Lifestyle Goals - Before and During Retirement



Travel - One Special Trip and/or Recurring Travel Fund

Is there one special place calling your name? Or do you want to travel every year? Create travel Goals for one special trip, or for a recurring travel fund.

Importance			Start		T		How
High Low	Description	Veer	At Reti	rement	Target Amount	How Often	Many
10 ↔ 1		Year	C1	C2	Amount		Times
7	e.g., Annual Travel Fund		×		\$8,000	Annual	20



Car

Chevy? Lexus? One of each? Is it time for a convertible or sports car? To be sure you'll be driving what you want, add separate Goals for buying cars during retirement. Don't forget, you'll get some money for your trade-in, so use the amount you'll need after subtracting the trade-in value from the new car price.

Importance			Start		Target		How	
High Low	Description	Voor	At Reti	rement	Amount	How Often	Many	
10 ←→ 1		real	Year C1		after Trade-In		Times	
8	e.g., John's SUV		×		\$30,000	Every 4 Yrs	6	



Major Purchase

You've always wanted a _____? A sail boat? A motor home? A hot tub? A snowmobile? Whatever it is, go for it. Fill in the blank, and make it a Goal.

Importance			Start		Target		How	
High Low	Description	Voor	At Retirement C1 C2		Target Amount	How Often	Many	
10 ←→ 1		Year			Amount		Times	
4	e.g., Buy a Sail Boat	2015			\$45,000	Once		



Health Care

If you believe that Health Care costs, beyond basic expenses such as your Medicare supplement, are likely to be particularly significant for you or your family, use this Goal to separate those costs from your retirement living expense.

Importance			Start		Taxaat		How	
High Low	Description	Year	At Reti	rement	Target Amount	How Often	Many	
10 ↔ 1		Year	C1	C2	Amount		Times	
9	e.g., Extra Health Expenses (at age 80)	2029			\$10,000	Annual	10	



New Home

Are you ready to trade-up to get more space for a growing family? Or, maybe it's time for that vacation home you've always wanted. Make it a Goal and make it come true.

Importance			Start		T
High Low	Description	Year	At Reti	rement	Target Amount
10 ↔ 1		rear	C1	C2	Amount
7	e.g., Beach House		×		\$250,000



Home Improvement

Do you have big plans for "this old house"? Do you plan to continue living in your home for a long time? Create Goals for major home improvements and repairs.

I	mportance			Start		Townst		How
	ligh Low	Description	Year	At Reti	rement	Target Amount	How Often	Many
	10 ↔ 1		rear	C1 C2		Amount		Times
	5	e.g., Renovate Kitchen	2013			\$40,000	Once	



Wedding

Who's getting married? Want to help pay for the wedding? If you plan to pay for all or part of the cost of a wedding, create a Goal and put yourself at the head table.

Importance High Low 10 ←→ 1	Description	Start Year	Target Amount
7	e.g., Susan's Wedding	2015	\$22,000



Celebration

What special events do you look forward to celebrating? Do you have a Bar Mitzvah, Bat Mitzvah, Sweet 16, family reunion, anniversary, retirement, or engagement party in your future? A celebration can make a great Goal.

Importance	tance				Target
High Low	Description	Year	At Reti	rement	Target Amount
10 ↔ 1		rear	C1	C2	Amount
5	e.g., 50th Anniversary	2021			\$20,000



Gifts - Donations - Help

Is it time to give back? Or maybe your parents or kids need help. Use Gift Goals for anything from holiday presents to cash gifts for family members or organizations.

Importance		Start			T		How
High Low	Description	Year	At Reti	rement	Target Amount	How Often	Many
10 ↔ 1		Year	C1	C2	Amount		Times
6	e.g., Gifts for Tim	2025			\$10,000	Annual	5



Provide Care for Someone

If you need money to take care of someone you love (e.g., your mother in a nursing home, or a child with special needs), make sure you have a Goal to pay for it.

Importance		Start			T		How	
High Low	Description	Year	At Reti	rement	Target Amount	How Often	Many	
10 ↔ 1		fear	C1	C2	Amount		Times	
8	e.g., Care for Mom	2016			\$45,000	Annual	5	



Start Business

If you plan to start a business or buy a business franchise, make it a Goal and make it a success.

Importance			Start			
High Low	Description	Year	At Reti	rement	Target Amount	
10 ↔ 1		rear	C1	C2	Amount	
2	e.g., Start Coffee Shop			×	\$28,000	



Private School

Do you want to give your kids or grandkids the benefit of a private school education? Make it a Goal and get them started right.

Importance			Start	T	NI C	
High Low	Description	Year At Retirement Amount		At Retirement		No. of Years
10 ←→ 1		Year	C1	C2	Amount	iears
4	e.g., Private School for Mary	2015			\$10,000	6



Leave Bequest

Do you want to leave something for the kids? Or "see" your name on that new building? Create bequests for the money you'd like to leave at your death to family, friends, charities and institutions.

Importance High Low	Description	Recipient	When Will Thi Bequest Be Giv ient End of Plan		Target Amount
$10 \longleftrightarrow 1$	·	•	Ena c	T Plan	_
10 1			C1	C2	
2	e.g., Bequest to My College	State College		\boxtimes	\$100,000



Anything Else / Other

Did we miss something? If it's expensive or important and doesn't have its own picture – make it an Anything Else Goal, but be sure to add a good description.

Importance		Start			T		How
High Low	Description	Voor	At Reti	rement	Target Amount	How Often	Many
10 ↔ 1		Year C1 C2		C2	Amount		Times
1	e.g., Club Membership		X		\$10,000	Annual	15

Retirement Age and Living Expense

Retirement Age If already retired, skip to Living Expense

When would you like to retire? Enter your Target Retirement Age. Then, indicate how willing you are to delay retirement beyond that age, if it helps you fund your Goals.

	Client 1 (C1)	Client 2
Target Retirement Age	Age:	Age:
How willing are you to retire later (if necessary) to attain your Goals?	□ Not at All□ Slightly Willing□ Somewhat Willing□ Very Willing	□ Not at All□ Slightly Willing□ Somewhat Willing□ Very Willing
What order of Retirement do you prefer?	☐ Both retire in the same year.☐ Either can retire first.	☐ Only Client 1 can retire first.☐ Only Client 2 can retire first.

Living Expense

Everyone must pay the bills. This Goal is for your basic day-to-day living expenses (e.g., food, clothes, utilities, etc.) during retirement. By making your Basic Living Expense a separate Goal, you can see exactly what it takes to pay the bills for the rest of your life. When you're confident that you have your basic expenses covered, you can sleep better at night and feel free to enjoy spending money to fulfill your other Retirement Lifestyle Goals.

Importance High Low 10 ↔ 1	Description	Target Annual Amount
10	Living Expense	\$ or □ Use Program Estimate if not Retired

Be sure you don't "double count" any expenses during retirement. For example, if you entered a separate Goal for a car, don't include the purchase cost of this car in your Living Expense, but do include all operating expenses (e.g., gas, taxes, maintenance). If you're not sure how much money you need, use the Budget Worksheet on page 13.

Adjustments to Living Expense

Your Retirement Living Expense amount may include some expenses that will end during retirement. When the expenses end, your Living Expense amount would be reduced. Please indicate any expenses that will end.

Description	Annual Amount (current dollars)	Year Expense Will End	Check if amount inflates
e.g., Mortgage	\$16,000	2021	

Retirement Income

Identify all the resources you have to fund your Goals. Don't worry about determining the exact amounts **Social Security Benefits** - *if available, provide your Social Security estimate statement.*

	Client 1				Client 2			
Are you eligible?	☐ Yes ☐ No		□ Rece	eiving Now	☐ Yes	□No	☐ Receiving Now	
Amount of benefit/Age			☐ Use Program Estimate		\$		☐ Use Program Estimate	
Include Social Security Maximization analysis								

Part-Time Work & Other Retirement Income

Don't include interest or dividend income from your investments. Include income from part-time work, rental property, annuities, royalties, alimony, etc. All amounts are pre-tax and begin at retirement unless otherwise noted.

	Clier	nt 1	Client 2		
Description	Monthly Income	Yr It Ends or No. of Yrs	Monthly Income	Yr It Ends or No. of Yrs	
e.g., Part-time	\$ 1,000	5			

Pension Income *If available, provide your pension statement.*

If you have a lifetime pension, put "End of Life" in "Year It Ends" column.

Description	Whose is it?	Pension	Monthly Income	Yr It Ends or	% Survivor	Check if amount
·	C1	C2		No. of Yrs	Benefit	inflates
e.g., ABC Pension	X		\$1,500	End of Life	50%	

Investments

Identify all the resources you have to fund your Goals. Don't worry about determining the exact amounts, reasonable estimates are fine. If available provide your investment statements.

Client 1

To a decide To a	Comment Valor	A I A . I . I ' ('			Approximate Allocation			
Investment Type	Current Value Annual Additions		Cash	Bond	Stock			
Retirement Plans (e.g., 401k, 403b)		\$	or	%	%	%	%	
Employer Match		\$	or	%				
Traditional IRA					%	%	%	
Roth IRA					%	%	%	
529 Savings Plan					%	%	%	
Annuities					%	%	%	
Cash Value Life Insurance					%	%	%	
Taxable								

Client 2

	6 11/1	ent Value Annual Additions			Approximate Allocation			
Investment Type	Current Value				Cash	Bond	Stock	
Retirement Plans (e.g., 401k, 403b)		\$	or	%	%	%	%	
Employer Match		\$	or	%				
Traditional IRA					%	%	%	
Roth IRA					%	%	%	
529 Savings Plan					%	%	%	
Annuities					%	%	%	
Cash Value Life Insurance					%	%	%	
Taxable					%	%	%	

Joint Accounts

Description	Current Value*	Annual Additions*	Approximate Allocation				
Description	Current value Al		Cash	Bond	Stock		
			%	%	%		
			%	%	%		
			%	%	%		

Extra Savings - if not Retired

Could you save more to fund your Goals?	☐ Yes ☐ No	
If yes, enter the maximum extra amount you could save each year in addition to the amounts above:	\$	☐ Use program estimate of 5% of employment income
How willing are you to save more?	☐ Not at All ☐ Slightly Willing	☐ Somewhat Willing ☐ Very Willing

Other Assets

Primary Residence Business Owner Owner **Current Value Current Value** % % **Growth Rate Growth Rate** If you intend to sell this home to fund your goals, enter the following: Year to Sell Estimate of Cash Received (after-tax) Description At Retirement **Enter Year** Low Expected High C1 C2 **Primary Residence** Business Other Assets (Other Homes, Real Estate, Personal Property, Collectables, Inheritance) Owner Cash Planning to sell Year Sell / **Current Value** Description Received C2 Joint this asset? Received C1 (After-tax) ☐ Yes ☐ No ☐ Only If Needed Liabilities

Description		Own	er	Current	Monthly	Тамиа	Interest
Description	C1	C2	Joint	Balance	Payment	Term	Rate

Risk Score

How much market risk are you willing to accept? On a scale of 1 to 100, with 1 being the lowest risk and 100 being the highest risk, what's your risk score?

Client 1	Client 2

Two thirds of all investors score between 40 and 60, and only 1 in 1000 select a score lower than 20 or greater than 80. Does your score feel right as you compare yourself to others?

		Men			Women	
Age Group	> 64	50-64	< 50	> 64	50-64	< 50
Avg Score	50	54	59	45	48	52

Additional Considerations

Do you have any of the following? If available, provide statements.

Other Information

	Client 1	Client 2	Notes
Stock Options	☐ Yes ☐ No	☐ Yes ☐ No	
Restricted Stock	☐ Yes ☐ No	☐ Yes ☐ No	
Deferred Compensation	☐ Yes ☐ No	☐ Yes ☐ No	
Small Business Ownership	☐ Yes ☐ No	☐ Yes ☐ No	

Insurance - complete this section to have the adequacy of your Insurance coverage reviewed and analyzed.

	Client 1	Client 2	Notes
Group/Term Life Insurance	☐ Yes ☐ No	☐ Yes ☐ No	
Death Benefit	\$	\$	
Cash Life Insurance	☐ Yes ☐ No	☐ Yes ☐ No	
Death Benefit	\$	\$	
Cash Value	\$	\$	
Disability Insurance	☐ Yes ☐ No	☐ Yes ☐ No	
Long Term Care Insurance	☐ Yes ☐ No	☐ Yes ☐ No	

Estate - complete this section to have the adequacy of your Estate planning reviewed and analyzed.

	Client 1	Client 2	Notes
Will?	☐ Yes ☐ No	☐ Yes ☐ No	
Including a provision for a Bypass Trust?	☐ Yes ☐ No	☐ Yes ☐ No	
Date documents were last reviewed			
Medical Directive?	☐ Yes ☐ No	☐ Yes ☐ No	
Power of Attorney?	☐ Yes ☐ No	☐ Yes ☐ No	

Budget - Optional to Help Determine Basic Living Expense

Personal and Family Expenses	Current	Retirement
Alimony		
Bank Charges		
Business Expense		
Cash - Miscellaneous		
Cell Phone		
Charitable Donations		
Child Allowance/Expense		
Child Care		
Child Support		
Clothing		
Club Dues		
Credit Card Debt Payment		
Dining		
Entertainment		
Gifts		
Groceries		
Healthcare		
Hobbies		
Household Items		
Laundry/Dry Cleaning		
Personal Care		
Pet Care		
Recreation		
Vacation/Travel		
Other		
TOTAL		

Vehicle Expenses	Current	Retirement
Insurance		
Personal Property Tax		
Fuel		
Repairs / Maintenance		
Parking / Tolls		
Other		
TOTAL		

Home Expenses	Current	Retirement
Mortgage / Rent		
Equity Line		
Real Estate Tax		
Homeowner's Insurance		
Association Fees		
Electricity		
Gas/Oil		
Trash Pickup		
Water/Sewer		
Cable/Satellite TV		
Internet		
Telephone (land line)		
Lawn Care		
Maintenance		
Furniture		
Other		
TOTAL		

Personal Insurance Expenses	Current	Retirement
Disability for Client		
Disability for Spouse		
Life for Client		
Life for Spouse		
Long Term Care for Client		
Long Term Care for Spouse		
Medical for Client		
Medical for Spouse		
Umbrella Liability		
Other		
TOTAL		

TOTAL ALL EXPENSES	Current	Retirement
Personal and Family Expenses		
Vehicle Expenses		
Home Expenses		
Personal Insurance Expenses		
TOTAL		



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