5 Steps to Solving Your Financial Planning Puzzle *Workbook*



Jason Silverberg, CFP, CLU, ChFC[®] fitting your financial pieces together



Personal Snap Shot

Reviewing your FINANCIAL STRATEGY



Vision for Financial Freedom

Personal Snap Shot

This overview is designed to help you quickly review your financial situation. Please take a few minutes to complete the following information.

Confidential information

Name Client 1		Date of Birth
Name Client 2		Date of Birth
Address		
Phone (home)	(work)	(cell)
Employer		
Occupation		
Email		
Marital status		_Years married
Children's names and dates of birth		

Panoramic Snap Shot

Please assign a value for each statement: 1 = Strongly agr	ree 2 = Agree 3 = Disagree 4 = Don't know or N/A	
l use my financial resources well.	My life and disability insurance benefits	
I have clear goals for my financial future.	are portable.	
Growing financially is important to me.	My financial situation would not change if I became sick or hurt.	
I make all financial decisions with my spouse/partner.	At my death, all my debt would be eliminated.	
I have reviewed my will within the last three years.	I am sure that my family's way of life is fully protected.	
I understand and take advantage of all available tax-deferral strategies within my	My family would be unaffected financially at my death.	
financial strategy.	I know that should my spouse/partner die	
My spouse/partner understands our financial	today there would be no financial hardship.	
situation fully.	I am confident in the insurance professional I	
I feel government taxes are just right.	work with today.	
I take a systematic approach to saving money.	I understand the purpose of insurance within	
I have adequate funds available for	my financial strategy.	
emergencies.	I need help reviewing my insurance protection.	
I feel I am in control of my overall financial strategy.	I know all I need to know in order to make good financial decisions.	
My financial goals are in writing.	I know exactly what retirement income I will	
I need help reviewing my financial goals.	need when I retire.	
I am in control of my budget.		

I know exactly how I am funding college	My retirement savings strategy is right on pace.		
education for my children/grandchildren.	I work with a great financial professional.		
I am happy with the return on my current investments.	I review my financial goals frequently.		
Having a solid investment strategy is important to me.	My current debt is structured in a way that makes sense to me.		
My investment portfolio reflects my risk personality perfectly.	I feel the level of risk I take when investing is appropriate for me and my goals.		
My investment strategy aligns perfectly with my financial goals.	I participate fully in retirement programs through work.		
I need help in reviewing my investments.	I feel it is important to work with a financial professional.		
My financial goals are very clear to me.	I would like help reviewing my asset		
My financial professional's level of service is satisfactory.	allocation strategy.		
Action Snap Shot			
Life Events			
Check all that apply:			

🗌 New job	Sold a business
□ Newly married	Divorce
New child/Adoption	🗌 New debt
□ New dependant	Paid off debt
□ New home	New will
Started a business	□ School tuition has ended
	Approaching retirement

Recently retired

Close-up Snap Shot

What concerns you the most?

Which areas are important to you as you think about your financial situation? Please check all that apply:

- Clarify personal and financial strategies and goals.
- Examine the financial impact of a death, including immediate cash needs and continuing income needs.
- Consider the financial impact of a disability on your income.
- Examine the impact that long-term care costs can have on your financial situation.
- □ Clarify protection needs.

- Education Expenses Contemplate the cost of college expenses and strategies to fund that investment.
- Retirement Preparation Consider how your current retirement strategies will meet your objectives.
- Investment Strategy Examine your current asset allocation in relation to your risk personality.
- Tax Strategy Contemplate your current level of taxation in relation to your financial strategies.



Securian Financial Group, Inc. www.securian.com

Securities offered through **Securian Financial Services, Inc.**, Member FINRA/SIPC. 400 Robert Street North, St. Paul, MN 55101-2098 • 1-800-820-4205 ©2011 Securian Financial Group, Inc. All rights reserved.

F65190-2 Rev 3-2015 DOFU 6-2014 A03497-0614 Financial security for the long run.

INSURANCE | INVESTMENTS | RETIREMENT

Personal Financial Inventory

Client name:		
Co-Client name:		
Date (mm/dd/yy):		
Assets	Current Value	Monthly Savings
Primary Residence		
Other Real Estate		
Cars		
Business		
Checking Account		
Savings Account		
Money Market		
CDs		
Bonds		
Stocks / Mutual Funds		
Retirement Plans		

Total

Total Net Worth

		State and Lo
Liabilities	Current Monthly	FICA
	Value Payment	Self Employn
		Taxes Tota
Credit Cards		
		Housing
Mortgage		Rent
		Utilities
Car Loans		Furnishings
		Home Mainta
Student Loans		Housing Te
		Transporta
Other Loans		Gas
		Maintenance
Total		License Fees
		Parking

Cash Flow

Income	Monthly	Annual
Salary (Client A)		
Salary (Client B)		
Interest and Divdends		
Pensions and Alimony		
Social Security (Client A)		
Social Security (Client B)		
Rental Income		
Annuities		
Other		
Total Income		

Expenses	Monthly	Annual
Taxes		
Federal		
State and Local		
FICA		
Self Employment		
Taxes Total		
Housing		
Rent		
Utilities		
Furnishings		
Home Maintanence		
Housing Total		
Transportation		
Gas		
Maintenance		

Entertainment **Dining Out** Movies Vacations **Club Dues** Gifts **Entertainment Total** Insurance Life Health Disability Homeowners Auto Long Term Care Insurance Total Other Food and Beverage Child Care/ Child Support Personal Care / Cash Clothing Medical / Dental / Drugs Education / Self-Improvement **Dry Cleaning** Cable / Phone Pet Care Charity Other Total Total Expanse

Monthly Annual

	Total Expenses
	Total Discretionary Funds

Transportation Total

Client Name _

_____ Joint Owner Name _

Account # _

MAPS Questionnaire

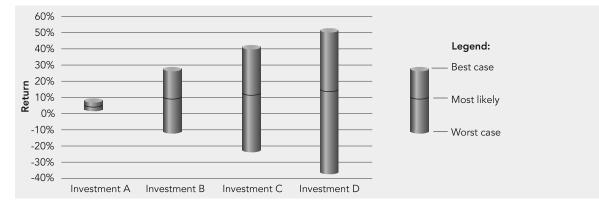
The MAPS Portfolios are for investors who have a minimum investment time horizon of three years. If you plan to withdraw a significant part of your investment within the next three years, you should see your financial advisor/registered representative and consider the Capital Preservation Portfolio.

Risk Tolerance (Questions 1-8)

1.	Which of the following most accurately describes your general attitude toward investing?	Value
	A) In order to minimize fluctuations in my investments, I am willing to accept lower possible returns over the long run .	 12
	B) I am willing to accept possible fluctuations in my investments in order to earn moderate returns over the long run.	 8
	C) I am willing to accept fluctuations in my investments in order to earn above average potential returns over the long run .	 3
	D) I am willing to accept large and occasionally drastic fluctuations in my investments in order to have higher potential returns over the long run .	0

2. You have \$100,000 to invest in one of four assets. The chart below shows the range of possible values of your \$100,000 investment after one year (the number in parenthesis represents the portfolio value). With which investment would you be most comfortable?

	Best Case	Most Likely Case	Worst Case	Value
Investmer	nt A) 9% (\$109,000)	5% (\$105,000)	1% (\$101,000)	16
Investmer	nt B) 28% (\$128,000)	10% (\$110,000)	-12% (\$88,000)	12
Investmer	nt C) 43% (\$143,000)	13% (\$113,000)	-24% (\$76,000)	6
Investmer	nt D) 53% (\$153,000)	15% (\$115,000)	-37% (\$63,000)	0



The ranges of possible values are hypothetical and are for illustrative purposes only and are not indicative of any particular investment or guarantee of future performance.

3. In general, which best describes your attitude toward declines in investment value?

A) I check the value of my investments frequently so I can sell quickly if they begin to decline in value.
B) Although daily declines in the value of my investments make me uncomfortable, I am likely to sell only if my investments decline substantially over a full quarter.
C) Although I focus on quarterly performance trends, I usually wait an entire year before making any changes to my investments.
D) Even if my investments significantly declined in value over a given year, I would continue to follow a consistent, long-term investment program and retain my investment.

0



4. How do you feel about the following statement? Maintaining the principal value of my investment account is more important than achieving significant growth.

Value

V

- A) Strongly Agree
- 9 ____ B) Agree
- 5 ____ C) Somewhat Agree
- 3 ____ D) Disagree
- 0 ____ E) Strongly Disagree
 - 5. When investing, an investment's risk and return characteristics are an important part of the decision-making process. Please select the investment "characteristics" with which you would feel most comfortable.

√alue	Return Fluctuations (Risk)	Long-term Return Potential (Return)	Chance Of Losing Value In Any Single Year (Probability)
	A) Low	Low	Low
14 10	B) Moderate	Moderate	Moderate
5	C) High	High	High
0	D) Very high	Very high	Very high

6. The risk of an investment suffering a decline in value (having a negative return) is often a primary consideration for investors. To achieve higher returns, an investor must accept more risk (volatility of investment value). The following table represents four hypothetical \$100,000 investments. For each investment, the <u>expected value</u> at the <u>end of year 3</u> is displayed along with the <u>chance of suffering a decline over</u> that <u>3 year period</u>. Given your investment objective, in which of the four investments would you be most comfortable investing?

Value		Expected value of \$100,000 after 3 years	Chance of investment value being less than \$100,000 after 3 years
16	Investment A	\$116,000	6 out of 100
11	Investment B	\$131,000	8 out of 100
7	Investment C	\$141,000	10 out of 100
0	Investment D	\$149,000	12 out of 100

The ranges of possible values are hypothetical and are for illustrative purposes only and are not indicative of any particular investment or guarantee of future performance.

7. Inflation can greatly erode the return on your investments. In a hypothetical year with a 3 percent inflation rate, an investment with a 7 percent return would have a post-inflation return of only 4 percent. Which of the following best summarizes your attitude regarding investments and inflation?

Value

- 17 _
- A) I would be satisfied with an investment that is expected to only keep pace with inflation and am willing to accept low risk for potentially low returns.
- 10 ____ B) I prefer an investment that is expected to **moderately outperform inflation** and am willing to accept **moderate risk** for potentially **moderate returns**.
- C) I prefer an investment that is expected to **outperform** inflation and am willing to accept a **higher** level of risk for potentially higher returns.
 0

D) I prefer an investment that is expected to substantially outperform inflation and am willing to accept a very high level of risk for potentially substantial returns.

8. Suppose that over the past 15 years, one of your investments had the following pattern of annual returns, which is similar to other investments with the same objective. What would you do at this point?

- A) I would **buy more** of the investment.
- B) I would **sell some** of the investment.
- C) I would **sell all** of the investment.
- D) I would hold on to my existing investment.



The ranges of possible values are hypothetical and are for illustrative purposes only; is not indicative of any particular investment or guarantee of future performance.

9. Time Horizon

Answer

9a. Given your financial objective, when (and if) do you expect to begin withdrawing money from your account?

Answer	Value
Under 3 years	0
3-5 years	4
6-8 years	7
9-11 years	10
12+ years, if at all	14

9b. When you begin withdrawing money how long do you expect these withdrawals to continue?

Value

Lump sum withdrawal0
1-5 years1
6-10 years
11-15 years6
16+ years, or does not apply9

Add values of 9a + 9b and choose appropriate answer below:

	Value
A. 0-2	 86
B. 3-4	
C. 5-7	 65
D. 8-10	 31
	 10
E. 11 or greater	 0



Total of Values for Questions 1-9 ____

Grand Total:	86 and Higher	65-85	31-64	10-30	0-9
MAPS Portfolio:	Income	Income & Growth	Conservative Growth	Growth	Aggressive Growth

The results of this questionnaire accurately reflect my investment attitudes and beliefs.

Client Signature	Date /
Joint Owner Signature	Date / /

Investment objective _____

The Income Portfolio

The Income Portfolio is appropriate for investors whose primary objective is income. The portfolio maintains a small equity allocation to lessen the effects of long-term inflation.

The Income and Growth Portfolio

The Income and Growth Portfolio is appropriate for investors whose primary objective is income with a secondary objective of modest long-term growth.

The Conservative Growth Portfolio

The Conservative Growth Portfolio is appropriate for investors whose primary objective is growth of principal with a secondary objective of income.

The Growth Portfolio

The Growth Portfolio is appropriate for investors whose objective is high long-term growth of principal. The portfolio maintains a small fixed income allocation to temper volatility.

The Aggressive Growth Portfolio

The Aggressive Growth Portfolio is appropriate for investors whose objective is the highest possible long-term growth of principal, with the understanding that there may be considerable fluctuations in value, especially over the short-term, including loss of principal.

The Capital Preservation Portfolio

The Capital Preservation Portfolio is appropriate for investors who plan to liquidate a substantial portion of their investment within the next three years. The portfolio is generally a combination of money market funds and high-quality fixed income securities. The composition of the portfolio is based on the prevailing fixed income environment. See your financial advisor for the current recommended allocation.

Securian Financial Services, Inc. www.securian.com

Securities Dealer, Member FINRA/SIPC. Registered Investment Advisor • 400 Robert Street North, St. Paul, MN 55101-2098 • 1-800-820-4205 ©2015 Securian Financial Group, Inc. All rights reserved

70 percent fixed income
20 percent equities
10 percent cash

55 percent fixed income
40 percent equities
5 percent cash

60 percent equities 38 percent fixed income 2 percent cash

80 percent equities
18 percent fixed income
2 percent cash

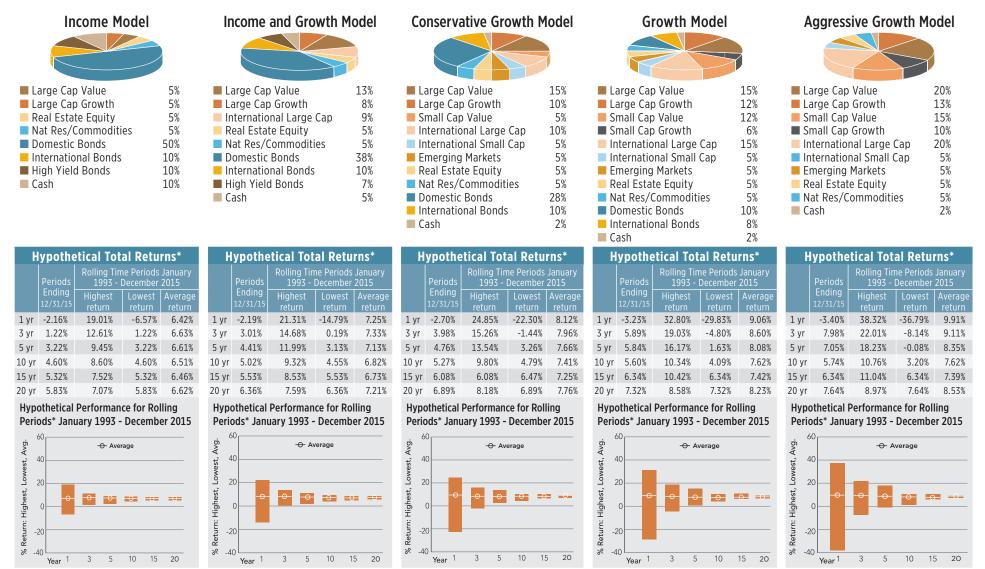
98 percent equities2 percent cash

Financial security for the long run_®



MAPS Strategic Model Allocations and Hypothetical Returns

January 1993 – December 2015



*See "Important Disclosures" on next page. Source: Calculated by Securian Financial Services using information and data presented in Morningstar Investment Analysis Software (c) 2008 Morningstar Associates, Inc. All rights reserved. Used with permission.

MAPS Strategic Model Asset Class Definitions

Large Cap Growth and Large Cap Value are represented by the Russell 1000 Growth and Russell 1000 Value indices respectively. The indices measure the total return of the growth and value styles of investing in large cap U.S. stocks. The indices are a subset of the Russell 1000 index. The Growth index contains stocks with higher price-to-book ratios and higher forecasted growth. The Value index contains stocks with lower price-to-book ratios and lower forecasted growth. The indices are market capitalization weighted.

Small Cap Growth and Small Cap Value are represented by the Russell 2000 Growth and Russell 2000 Value indices respectively. The indices measure the total return of growth and value styles of investing in small cap U.S. stocks. The Value index contains stocks with less-than-average growth orientation, while the Growth index contains stocks with a greater-than-average growth orientation. Investments in small, mid or micro cap companies involve greater risks not associated with investing in more established companies, such as business risk, stock price fluctuations, increased sensitivity to changing economic conditions, less certain growth prospects and illiquidity.

International Large Cap Stock is represented by the MSCI EAFE which is a Morgan Stanley Capital International Index designed to measure the total return of the developed stock markets of Europe, Australia, and the Far East. Investment risks associated with international investing, in addition to other risks, include currency fluctuations, political, social and economic instability and differences in accounting standards when investing in foreign markets.

International Small Cap Stock is represented by the S&P Developed Ex U.S. Small Cap Index. The index is a market capitalization weighted index that defines and measures the investable universe of publicly traded companies domiciled in developed countries outside the U.S. that are under \$2 billion in market capitalization. Investments in small, mid or micro cap companies involve greater risks not associated with investing in more established companies, such as business risk, stock price fluctuations, increased sensitivity to changing economic conditions, less certain growth prospects and illiquidity. Investment risks associated with international investing, in addition to other risks, include currency fluctuations, political, social and economic instability and differences in accounting standards when investing in foreign markets.

Emerging Markets are represented by MSCI Emerging Markets Total Return Index. The index is intended to measure the total return of the most active stocks in their respective markets and to be the broadest possible indicator of market movements. Investment risks associated with international investing, in addition to other risks, include currency fluctuations, political, social and economic instability and differences in accounting standards when investing in foreign markets. Investments in emerging markets involve heightened risks due to their smaller size and decreased liquidity.

Real Estate Equity is represented by FTSE NAREIT ALL REIT Index, a market-value-weighted index measuring the total return of all tax-qualified real estate investment trusts listed on the NYSE, AMEX and the NASDAQ. A real estate investment trust (REIT) is a company dedicated to owning or lending on income-producing real estate. Investment risks associated with investing in the real estate fund/portfolio, in addition to other risks, include rental income fluctuation, depreciation, property tax value changes, and differences in real estate market values.

Natural Resources/Commodities are represented by the S&P Commodity Index (GSCI), a composite index of commodity sector returns, representing an unleveraged, long-only investment in commodity futures that is broadly diversified across the spectrum of commodities. The returns are calculated on a fully-collateralized basis with full reinvestment. Investments in commodities and natural resources involve heightened risk due to leveraging and speculative investment practices, lack of periodic valuation requirements and potentially complex tax structures.

Domestic Bonds are represented by the Barclays Capital Aggregate Bond Index. This is a market-weighted index that includes U.S. government, corporate, and mortgage-backed securities, rated investment grade or higher, with maturities up to 10 years.

International Bonds, represented by the Citigroup World Government Bond Non-U.S. Bond Index, is an index of bonds from several major world government bond markets outside the U.S. with maturities of at least one year. The bonds represented by this index involve investment risks, including default and loss of principal. Investment risks associated with international investing, in addition to other risks, include currency fluctuations, political, social and economic instability and differences in accounting standards when investing in foreign markets.

High Yield Corporate Bonds are represented by the Credit Suisse High Yield Index, covering the universe of fixed rate, non-investment grade debt. The bonds represented by this index involve investment risks including default and loss of principal. Cash is represented by the Citigroup U.S. Domestic 3 Month Treasury Bill Index. The index is an unmanaged index of three month treasury bills. Investments in cash investments, including money market mutual funds are neither insured nor guaranteed by the Federal Deposit Insurance Agency or any other government agency. Although a money market mutual fund may seek to preserve the value of your investment at \$1 per share, it is possible to lose money by investing in such a fund.

Securian Financial Services, Inc.

www.securian.com

Securities Dealer, Member FINRA/SIPC. Registered Investment Advisor 400 Robert Street North, St. Paul, MN 55101-2098 • 1-800-820-4205 ©2015 Securian Financial Group, Inc. All rights reserved

F50376 Rev 1-2016 DOFU 9-2015 22825

Important Disclosures

The MAPS Model Portfolios (Models) were developed to demonstrate the impact of asset allocation on investment performance over time and do not represent the performance of Securian. The results shown are hypothetical and do not reflect actual management of client accounts and are not indicative of Securian's skill. No client account actually had, or could have had, the performance shown above.

The Models are not composed of actual securities, but, rather, are a combination of various asset classes represented by the indices specified above. The results shown for each Model (i) assume that each asset class has been in the Model, in the percentages indicated, throughout the reporting period, (ii) represent the blended weighted returns of the indices for the asset classes included in the Model during such periods, and (iii) are rebalanced back to the original Model on a daily basis. Different allocations would have led to different performance results. The total return table for each Model illustrates (i) in the first column, the hypothetical total returns for each of the specified periods (ranging from 1 to 20 years), and (ii) in the other three columns, the highest, lowest and average hypothetical total returns for the specified rolling 5-year periods during the period from January 1993 to the end of the last calendar year (e.g., the highest, lowest and average hypothetical total returns for the rolling 5-year periods during the period from January 1993 to the end of the last calendar year (by basis). The bar charts for each Model graphically illustrate the range of hypothetical total returns for such rolling periods.

The performance of the indices is annualized for calendar year periods and includes the reinvestment of dividends and capital gains. Returns include (a) realized and unrealized gains and (b) cash and cash equivalent returns. The returns are considered "total returns" that include capital appreciation and all income components. Investors cannot invest directly in an index.

The performance figures shown were achieved through the retroactive application of a Model designed with the benefit of hindsight, a process known as "backtesting." As a result, Securian had the ability (with the benefit of hindsight) to change the Model to obtain favorable performance results. Backtested results have certain inherent limitations. For instance, the results do not represent the impact that material economic and market factors might have had on Securian's decision making process in connection with Securian's management of actual accounts during the time shown. There is no assurance that the backtested results could, or would, have been achieved by Securian in connection with Securian's management of actual client accounts during the time presented. Likewise, there is no guarantee that Securian would have selected the same allocations underlying the Models in connection with Securian's management of actual client accounts during the period presented. Further, for actual client accounts managed by Securian during the period shown, the fees, volatility and other characteristics associated with such accounts may have varied significantly from those in the Model. The Models underlying the backtested results may be changed at any time with the benefit of hindsight in order to obtain and show more favorable performance results and the allocations may continue to be tested and adjusted in the future.

The hypothetical results do not reflect the (i) investment advisory fees and charges, custodial, brokerage or execution costs that would be charged in connection with the actual management of client accounts by an investment advisor or (ii) management fees, transaction costs, internal charges and fees that are imposed by collective investment vehicles, such as mutual funds. Performance results from the management of actual client accounts will be reduced by the imposition of such fees, charges and costs. Investment advisory fees charged by an investment adviser may be deducted quarterly, which produces a compounding effect on the total rate of return net of investment management fees. The net compounded impact of the deduction of such fees over time will be affected by the amount of the fees, the time period and investment performance.

These Models are not specific to any investment management programs or brokerage services provided by Securian. For a complete description of all fees, costs, and expenses associated with Securian's investment management programs and brokerage services, please refer to Securian's applicable Form ADV Part 2A brochure and the client commission and fee schedule, respectively.

Past performance is not indicative of future results and is no guarantee of future performance. Clients may lose money invested in accordance with the Models and actual performance of individual client accounts may be materially lower than that depicted above. Other performance calculations will produce different results. Returns are presented without provision for federal or state taxes.

The hypothetical returns are presented for informational purposes only. Under no circumstances does the information contained herein represent a recommendation to buy or sell securities. The summation of dollar values and percentages reported may not equal the total values due to rounding discrepancies. Model characteristics are derived using current data available from independent research resources that are believed to be accurate.

The specific Model asset allocations were arrived at by using software that considers for each asset class its historic returns, level of annual variation (standard deviation), how the various asset classes have moved in relation to one another (correlations) and current trends. The backtesting process takes the above statistics for each asset class and creates recommendations that are used in the process of defining the specific Model allocation percentages. The return numbers for each of the indices included in a Model were derived by using Morningstar Direct software to calculate the various time period returns.

Designing a **well-rounded financial plan**

A well-rounded financial plan examines your total financial picture.

INVESTMENT PLANNING PROTECTION PLANNING • Providing for your family in the event of death Assess your risk tolerance Design an asset allocation strategy Protecting your income in the event of disability Evaluate investment strategies • Fund college education or a home purchase INVESTMENT PROTECTION PLANNING PLANNING **RETIREMENT PLANNING CURRENT FINANCIAL POSITION** • Estimate retirement income and expenses • Determine current income and expenses CURRENT **Financial** RETIREMENT **FINANCIAL** • Determine current and projected net worth • Determine retirement savings needs **Planning** PLANNING POSITION • Establish an emergency fund Determine how to distribute your retirement funds ESTATE TAX

PLANNING

PLANNING

TAX PLANNING

- Project federal income taxes
- Evaluate tax-minimizing strategies
- · Investigate tax-favored investments

ESTATE PLANNING

• Transfer your estate according to your wishes

Jason Silverberg, CFP[®], CLU[®], ChFC[®] fitting your financial pieces together

- Minimize estate taxes and expenses
- Fund estate taxes

Securian Financial Services, Inc.

www.securian.com

Securities Dealer, Member FINRA/SIPC. Registered Investment Advisor 400 Robert Street North, St. Paul, MN 55101-2098 • 1-800-820-4205 ©2013 Securian Financial Group, Inc. All rights reserved.

F57463-2 Rev 10-2013 DOFU 10-2013 A03909-1013 This information should not be considered tax advice. You should consult your tax advisor regarding your own situation.

Separate from the financial plan and our role as financial planner, we may recommend the purchase of specific investment or insurance products or accounts. These product recommendations are not part of the financial plan and you are under no obligation to follow them.

THE 12 WEEK YEAR Getting Started Course

Learn to apply The 12 Week Year™ to reach your goals faster than ever before

> **Brian P. Moran** Founder and President 12 Week Year

VISION & PLAN



Setting Up Your 12 Week Year™

A strong start creates momentum and this lesson is intended to get you up and running right away on your first 12 Week YearTM. Using this document, you will create your long-term vision, your 12 week goal, and build your 12 week action plan.

1. LONG TERM VISION

The first step is to establish an emotionally compelling long-term vision. That is because when applying *The 12 Week YearTM*, there will be some days when you just won't "feel like" taking action on your plan. To help you stay on track you need a powerful "why" – and that's your vision.

The most powerful visions address and align your personal aspirations with your professional dreams. That's because in the end, your professional vision often funds and enables your personal vision.

Take a few minutes right now and think about all of the things that you want to have, to do, and to be in your life. What is most important to you physically, spiritually, mentally, relationally, financially, professionally, and personally? How much time freedom do you want? What income do you need?

Now, in the space provided in the box below titled "Aspirational Vision," capture a compelling vision for your future – 5, 10, 15 years or more into the future:





2. 12 WEEK GOALS

Next, set a specific and measureable 12 week goal that is aligned with your long-term vision, and that also represents greatness for you, *in and of itself*, in the next 12 weeks. The best 12 week goals are realistic, but are enough of a stretch that they will call on you to deliver your very best. Once you've decided, record your 12 week goals in the space provided below:

12 Week Goal(s): ►

- ĺ
- >
- ≻

Power Hint 1: Share your 12 week goal with business partners and those close to you personally. By sharing your goal, and why it's important to you, studies have shown that you will "own it" more and be that much more likely to act on it.

Power Hint 2: At the beginning of each day, pull out your vision, and 12 week goal, and review them. Connect with what it would feel like to reach your biggest dreams. By doing this you are actually training your brain to act on your vision, and you are giving yourself the powerful "why" you need to stay on track.

Why is your 12 Week Goal important to you? If you hit it how would you celebrate?

3. 12 WEEK PLAN

Now it's time to write your first 12 week plan using the template provided below. The plan is the roadmap needed to reach your 12 week goal. The best plans are focused on one or two things that you want to make progress on in the next 12 weeks. The fewer goals and weekly actions, the easier the plan will be to execute.

To get started, write the first element of your 12 week goal in the space provided next to "Goal 1." Write each additional element as a separate goal. Note, that you may only have one element, such as "lose 10 lbs.", or you might have two or more elements.



Next, for each of your goals, define the highest priority daily and weekly actions that you must take to reach that goal. Note: Some actions may be repeating (e.g. "working out each day"), while other actions will happen only once in the 12 weeks (e.g. "join a health club"). Finally, for each action, specify the week (1-12) that it comes due in the 'Due' column.

Goal 1:	
Weekly Actions:	Due:
▶	
>	
<pre>></pre>	
>	
>	
>	
<pre>></pre>	
Goal 2:	
Weekly Actions:	Due:
>	
>	
>	
<pre>></pre>	
>	
>	
>	
۲	



y Actions:	Due:

Before you put your plan down, ask yourself these questions:

>	What will you struggle with to take these actions?
>	What will you do to overcome those struggles?



On the following pages you'll find 12 Week Year sample plans from our online system Achieve!

Tom Preston's Goal	s and I	Plan		
Goal				
Achieve 60 new Car apps				
Achieve 30 new Homes				
Goal: Achieve 60 new Car apps		Dogin		
Tactics	Due	Begin in	End in	Completed
Establish a list of clients w/o Auto	week 1			week 1
Order leads each month	week 2			week 2
Conduct staff training on asking for referrals	week 3			week 3
Track referrals weekly and review in staff meeting	each wk	week 1	week 12	
Call all Auto renewals weekly	each wk	week 1	week 12	
Contact 50 clients/wk off list	each wk	week 2	week 12	
Goal: Achieve 30 new Homes				
Tactics	Due	Begin in	End in	Completed
Pull list of all clients w/o Home	week 1			week 1
Order leads each month	week 1			week 1
Contact 2 new mortgage brokers/wk	each wk	week 1	week 12	
Contact 1 mortgage broker/day (existing relationship)	each wk	week 1	week 12	
Contact 50 clients from list each week	each wk	week 1	week 12	



Susan Preston's Goals	s and I	Plan		
12 Week Goals				
For the Period ending 3/30/13 I will: - Achieve 62,000 production credits - Acquire \$1M under mgt - Weigh 130 lbs				
<i>Goal:</i> Achieve \$62,000 production credits				
Tactics	Due	Begin in	End in	Completed
Schedule and conduct 2 three-hour prospecting blocks each week	each wk	week 1	week 12	
Schedule 10 appointments/wk	each wk	week 1	week 12	
Conduct 2 client reviews every week	each wk	week 1	week 12	
Develop a prompter list	week 5			
Develop list of 8-10 COI's	week 2			week 1
Meet with a minimum of 1 COI/wk - get 3 referrals	each wk	week 1	week 12	
Ask for referrals at all opens, presents, closes	each wk	week 1	week 12	
Conduct 8 appointments/wk - 5 new	each wk	week 1	week 13	
Update pipeline with all opens, meetings, and closes	each wk	week 1	week 13	
Goal: Acquire \$1M under mgt				
Tactics	Due	Begin in	End in	Completed
Segment current client base and ID investment prospects	week 1			week 1
Meet with a minimum of 1 investment prospect weekly	each wk	week 1	week 12	
Meet with Top 25 investment clients - 2 per week	each wk	week 1	week 12	
Goal: Personal Commitments				
Goal: Personal Commitments Tactics	Due	Begin in	End in	Completed
	Due each wk	-	End in week 12	Completed
Tactics		week 1		Completed





Bill Preston's Goals and Plan

12 Week Goals

For the 12 Week Year ending 12.31 I will:

- Raise \$5M in investor money for the Trust Deed business
- Secure \$1M in investor money for Real Estate
- Contract 8 properties

Goal: Raise \$5M in investor money for the Trust Deed business				
Tactics	Due	Begin in	End in	Completed
Update post card and print	week 3			week 3
Update investor mailing list	week 2			week 3
Send post card to targeted investor list	week 5			
Contact current investors and gain individual commitment	each wk	week 1	week 12	
Follow up with call to post card list - 10/wk	each wk	week 4	week 12	

Goal: Secure \$1M in investor money for Real Estate				
Tactics	Due	Begin in	End in	Completed
Blog 3x/wk	each wk	week 1	week 12	
Contact 2 investors/wk	each wk	week 1	week 12	
Ask for referrals in each investor meeting	each wk	week 1	week 12	
Solicit testimonial letters from current/past investors	each wk	week 1	week 12	

Tactics	Due	Begin in	End in	Completed
Contact real estate agents weekly	each wk	week 1	week 12	
Drive targeted neighborhoods each week	each wk	week 1	week 12	
Review Craig's list daily	each wk	week 1	week 12	
Review list of foreclosures daily	each wk	week 1	week 12	
Make a minimum of 1 offer/wk	each wk	week 1	week 12	
Attend Robyn Thompson Millionaire Mastermind Convention	week 4			



(12) week year						
IZ WEEK year						
Sample Plan: Health & Fitness						
12 Week Goals						
Improve my general health and fitness and lose 15 lbs.						
Goal: Improve my general health and fitness and lose 15 lbs.						
Tactics	Due	Begin in	End in	Completed		
Get a complete physical and clearance to exercise from physician	week 1					
Select cardiovascular exercise - walking, jogging, bicycling, elliptical, etc.	week 1					
Do cardio exercise 4 times per week for a minimum of 20 minutes	each wk	week 2	week 13			
Select strength/resistance training exercises	week 1					
Do strength training 3 times per week	each wk	week 2	week 13			
Drink 6-8 glasses of water each day	each wk	week 1	week 13			
Keep a daily journal of food and drink consumer	each wk	week 1	week 13			
No fast food	each wk	week 1	week 13			
Do not eat after 8 pm	each wk	week 1	week 13			
Do not cat after o pin		week 1	week 13			



Sample Plan: Getting Organized					
12 Week Goals					
Get my life and home organized over the next 12 weeks					
<i>Goal:</i> Get my life and home organized over the next 12		Begin			
Tactics	Due	in	End in	Completed	
Pick a day each week and plan the meals for the week	each wk	week 1	week 13		
At the start of each month check for birthdays & special occasions	each wk	week 1	week 13		
Organize one drawer in your house each week	each wk	week 1	week 13		
Pick one room to clean and organize each week	each wk	week 1	week 13		
Create a file system for the bills	week 3				
Decide on a day and time each week to do laundry	each wk	week 1	week 13		
Create or check your emergency kit	week 4				
Clean out your car & organize the trunk/stowage	week 6				



12 Week Goals				
For the 12 Week Year ending 6.30.13 I will: - Close \$105,000 in new business - Lose 12 lbs				
Goal: Close \$105,000 in new business				
Tactics	Due	Begin in	End in	Completed
ID top in-profile opportunities (min of \$10K) likely to close w/in next 12 weeks	week 1			
Call a minimum of 5 prospect/wk & schedule a min of 3/wk	each wk	week 1	week 12	
Conduct a minimum of 2 initial appointments per week	each wk	week 1	week 12	
Follow up with prospects weekly to close	each wk	week 1	week 12	
Create sales tracking wall graph & update weekly	each wk	week 1	week 12	
Goal: Lose 12 lbs.				
Tactics	Due	Begin in	End in	Completed
Limit calorie intake to 1,200 or less per day	each wk		week 12	
Do 20 minutes of cardio at least 3 times/week	each wk	week 1	week 12	
Drink at least 8 glasses of water each day	each wk	week 1	week 12	
Train with weights 3 times/week	each wk	week 1	week 12	
Join a health club	week 1			



Are you ready to upload your goals to Achieve!, our online suite of web tools?

Go to www.12weekyear.com/store/year-online-achieve/ to watch a brief informational video guiding you step-by-step on how the Achieve! system works.

Product Description

- Access to Achieve! our exclusive member site a powerful suite of online tools
- An Orientation Guide, with everything you need to get started
- The 12 Week Year[™] High Performance Action Plan
- Goal Tracker Wall Poster. Available as a downloadable PDF in three printable sizes
- 12 Week Year Challenge daily video series from your personal coach Brian delivered to your inbox, guiding you and keeping you on track





Financial Planner Interview Checklist

Choosing a financial planner is a very important decision. There are many different types of planners and advisors, so you'll want to select on that's the right fit for you. Your planner will help you achieve your financial dreams and goals, so it's critical that you have a relationship cemented with a foundation of trust and security. Below you will find a checklist of items to consider as you interview the right planner for you.

Professional Qualifications

- □ They have extensive knowledge about financial products and services
- □ They have experience in the business
- □ They have industry designations specifically focused on financial planning, such as the CFP[®]
- □ They have not had any disciplinary action taken against them (Check them out at <u>http://brokercheck.finra.org/</u>)

Services Offered

- $\hfill\square$ The services offered fit my needs
- □ They are independent and don't promote any proprietary products
- □ We've discussed how they get paid and any applicable fee structures involved
- □ They can act as a Fiduciary
- □ I'm comfortable with their ongoing service promise and review schedule
- □ They have a team of individuals able to serve me and my family's financial needs
- □ They have advanced modeling software and use technology to better my experience

Practice

- □ They have key practice differentiators
- □ They have a story about their practice
- □ They have expertise in a niche market or practice area
- □ Their investment philosophy is in-line with mine
- □ There are specific safeguards in place to protect my privacy

Personality

- \Box I can trust them
- □ They listened to my questions and concerns
- □ They made me feel comfortable and weren't demeaning or derogatory
- □ They asked me lots of questions and took good notes

Potential Red Flags

- □ They made investment performance guarantees
- □ They made product recommendations even before learning about my specific situation
- □ They made me feel uncomfortable
- □ They were promoting a "hot" product that will only be available for a limited time
- □ They used jargon and complicated words that confused me
- □ They focus on one particular piece of my finances and never develop a strategy for my entire plan
- □ I paid the advisor with cash or made the check out to them directly
- □ They asked me to make a decision without consulting my spouse