Action Plan and Ownership
Sample Cilent Implementation Sheet

Action	Owner	Priority Level (1(High) to 5 (Low))	Comments
Review financial plan and request alternatives (if necessary)	Clients	1	
Maximize group life, disability and AD&D insurance	Clients	1	Open enrollment period is open now
Reduce credit card balances and rates	Clients	1	
Contact attorney to establish a will, living will and HCPs	Clients	1	
Transfer all IRAs and brokerage accounts	Planner	1	
Apply for additional life insurance	Husband	2	
Increase 401(k) contribution	Husband	2	
Establish SEP for business	Wife	2	
Refinance mortgage to lower rate	Clients	2	
Rebalance investments according to financial plan	Planner	3	Once investment accounts are transferred in
Check with property and casualty carrier on personal umbrella coverage	Clients	3	Check on additional cost to increast $1MM