

YOUR BEST
FINANCIAL
YEAR



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Cash Flow

Cash Transactions
(Monthly)

Subscriptions

Income/Expenses

Retirement

Savings Plan
(Quarterly)

Retirement Target

Roth vs Traditional

Debt Management

Debt List

Debt Strategy

Investments

Allocation Targets

Portfolio
Rebalance
(Quarterly)

Alternative Assets

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Insurance

Life Insurance

Health Insurance

Disability Insurance

P&C Insurance

Taxes

File Taxes

Tax Strategy

Tax Structure

Review Taxes

Charitable Giving

Tax Projection

General Wealth

Net Worth
(Quarterly)

Emergency Fund

Employer Benefits

Estate

Beneficiaries

Estate Plan



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Monthly

Quarterly

Annually

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Month & Week	Category	Frequency	Theme
January week 1	Cash Flow	Monthly	Cash Transactions Check for errors and spending trends
January week 2	Investments	Annually	Allocation Targets Review asset allocation goals
January week 3	Retirement	Quarterly	Savings Plan Review savings contributions
January week 4	General Wealth	Quarterly	Net Worth Update net worth statement
February week 1	Cash Flow	Monthly	Cash Transactions Check for errors and spending trends
February week 2	Retirement	Annually	Retirement Target Run retirement projection
February week 3	Retirement	Annually	Roth vs Traditional Review contribution strategy
February week 4	Investments	Quarterly	Portfolio Rebalance Rebalance portfolio
March week 1	Cash Flow	Monthly	Cash Transactions Check for errors and spending trends
March week 2	Taxes	Annually	File Taxes Collect tax documents and file
March week 3	Cash Flow	Annually	Subscriptions Review and cancel subscriptions
March week 4	Taxes	Annually	Tax Strategy Review tax strategy checklist
April week 1	Cash Flow	Monthly	Cash Transactions Check for errors and spending trends
April week 2	Taxes	Annually	Tax Structure Review tax buckets
April week 3	Retirement	Quarterly	Savings Plan Review savings contributions
April week 4	General Wealth	Quarterly	Net Worth Update net worth statement

Month & Week	Category	Frequency	Theme
May week 1	Cash Flow	Monthly	Cash Transactions Check for errors and spending trends
May week 2	Estate	Annually	Beneficiaries Align designations with wishes
May week 3	Taxes	Annually	Review Taxes Review prior year tax return
May week 4	Investments	Quarterly	Portfolio Rebalance Rebalance portfolio
June week 1	Cash Flow	Monthly	Cash Transactions Check for errors and spending trends
June week 2	Insurance	Annually	Life Insurance Review coverage
June week 3	Taxes	Annually	Charitable Giving Review giving strategy
June week 4	Investments	Annually	Alternative Assets Review non-retirement & alternative assets
July week 1	Cash Flow	Monthly	Cash Transactions Check for errors and spending trends
July week 2	Cash Flow	Annually	Income/Expenses Perform mid-year cash flow review
July week 3	Retirement	Quarterly	Savings Plan Review savings contributions
July week 4	General Wealth	Quarterly	Net Worth Update net worth statement
August week 1	Cash Flow	Monthly	Cash Transactions Check for errors and spending trends
August week 2	Debt Management	Annually	Debt List List and review all debts
August week 3	General Wealth	Annually	Emergency Fund Review emergency fund target and balance
August week 4	Investments	Quarterly	Portfolio Rebalance Rebalance portfolio

Month & Week	Category	Frequency	Theme
September week 1	Cash Flow	Monthly	Cash Transactions Check for errors and spending trends
September week 2	Insurance	Annually	Disability Insurance Review disability insurance
September week 3	Debt Management	Annually	Debt Strategy Adjust debt paydown strategy
September week 4	Taxes	Annually	Tax Projection Year-end tax projection
October week 1	Cash Flow	Monthly	Cash Transactions Check for errors and spending trends
October week 2	Insurance	Annually	Health Insurance Confirm coverage and HSA contributions
October week 3	Retirement	Quarterly	Savings Plan Review savings contributions
October week 4	General Wealth	Quarterly	Net Worth Update net worth statement
November week 1	Cash Flow	Monthly	Cash Transactions Check for errors and spending trends
November week 2	General Wealth	Annually	Employer Benefits Review employer benefit packages
November week 3	Taxes	Annually	Tax Checklist Finish checklist before year end
November week 4	Investments	Quarterly	Portfolio Rebalance Rebalance portfolio
December week 1	Cash Flow	Monthly	Cash Transactions Check for errors and spending trends
December week 2	Insurance	Annually	P&C Insurance Review and update policies
December week 3	Estate	Annually	Estate Plan Ensure estate plan is current
December week 4	General Wealth	Annually	Celebrate Reward yourself for the Best Financial Year!