YOUR BEST FINANCIAL YEAR

CAPITA
FINANCIAL NETWORK

YOUR BEST FINANCIAL YEAR

- General Wealth
- Investments
- Taxes
- Debt Management
- Cash Flow
- Retirement
- Insurance
- Estate

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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

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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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!