



# PREPARING TO RETIRE

**Making the Emotional and Financial  
Transition to Retirement**

# TABLE OF CONTENTS

## **Section One : Your Retirement Vision**

*Step One: Your Retirement Goals & Objectives*

*Step Two: How To Afford Your Retirement Vision – Do The Math!*

## **Section Two: Your Investment Management**

*Step Three: Developing Your Retirement Investment Policy*

*Step Four: Creating & Managing A Reliable – Growing Income Stream*

## **Section Three: Your Family Organizational & Estate Plan**

*Step Five: Your Review Process*



# SECTION ONE:

## **Your Retirement Vision**

# THE EMOTIONAL TRANSITION TO RETIREMENT

## GOALS & OBJECTIVES

What are the five things you enjoy doing?

List your most important values.

What personal goals do you have for your; physical wellbeing, spiritual well-being, family dynamics, mental improvement, making yourself happy?

What's important to you?

Where do you see yourself living in your retirement years?

How do you see yourself spending time in retirement?

Have you started making a checklist of pre-retirement items?

What date do you plan for retiring?

Fill in your own emotional questions:

# THE EMOTIONAL TRANSITION TO RETIREMENT

## GOALS & OBJECTIVES

**Why do you want to retire?**

**Where do you want to retire?**

**What will your retirement look like?**

**When will you retire?**



# DO THE MATH

**Your Monthly Budget Needs**

MINUS

**Your Projected Income Streams**

---

**Equals a Monetary Surplus  
or a Monetary Deficit**

Your Monthly Budget Needs

MINUS

Your Projected Income Streams

---

Equals a Monetary Surplus or a Monetary Deficit

**If You Have a Monetary Surplus create your investment plan.  
If You Have a Monetary Deficit create your retirement income plan.**



# SECTION TWO:

## **Your Investment Management**

# RETIREMENT PORTFOLIO CONSTRUCTION

## OUR BUCKET APPROACH

### HOW TO SEGMENT YOUR DIFFERENT BUCKETS OF MONEY



Our Bucket Approach to retirement portfolio planning is designed for funding cash-flow needs while also maintaining diversified holdings of stocks, bonds, and cash equivalents. The overarching idea is to segment money into short-term, intermediate-term, and long-term buckets. Our approach infuses time into our asset allocation process in order to help investors optimize cash-flow while still giving them wealth expansion potential.

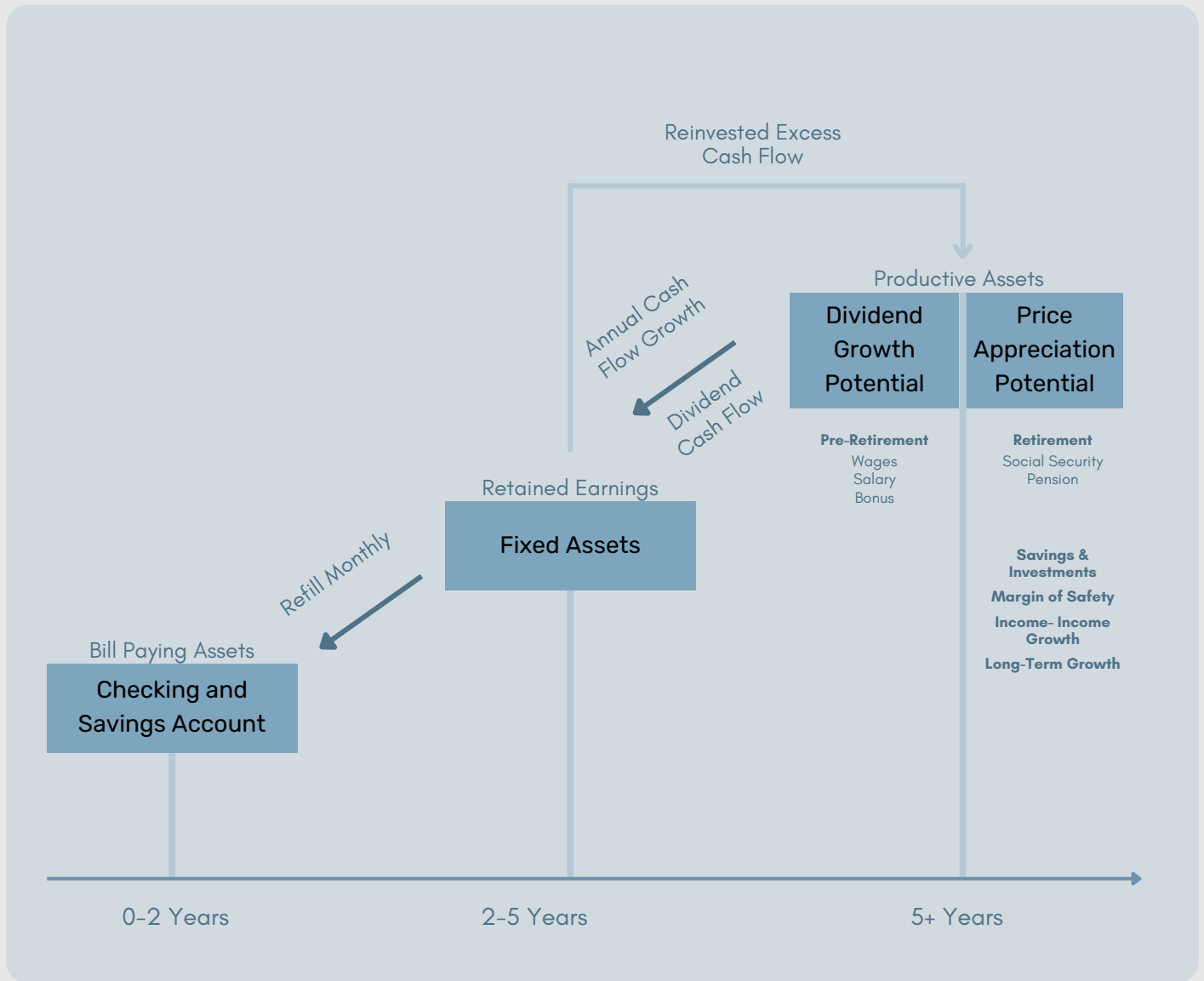
**Bucket 1** - cash and cash equivalents intended to meet current cash needs along with emergency contingencies

**Bucket 2** - is intended to be an intermediate holding bucket sufficient to meet spending needs for a two to seven-year time frame

**Bucket 3** - is built to battle inflation and grow long-term wealth

The size and make up of each bucket varies with each investor's needs and time horizon

# RETIREMENT INVESTMENT POLICY



Dividend stocks are subject to market fluctuations due to business and economic developments. Dividend payments are not guaranteed. The amount of a dividend payment, if any, can vary over time and issuers may reduce dividends paid on securities in the event of a recession or adverse event affecting a specific industry or issuer. There are risks associated with fixed income investments, including credit risk, interest rate risk, and prepayment and extension risk. In general, bond prices rise when interest rates fall and vice versa. This effect is usually more pronounced for longer-term securities.

# CREATING & MANAGING RELIABLE GROWING INCOME

## OUR METHOD FOR GROWING INCOME

**High Quality Companies + High Dividend Yield + Dividend Yield Growth + Capital Appreciation  
= REAL TOTAL RETURN**

### Our Investment Objectives

- We like to own portions of excellent businesses with outstanding management
- We like companies that distribute a considerable portion of their earnings each year in dividends, which we can recycle into additional investment ideas
- We like to buy companies at favorable prices and hold them until they are advantageous to sell
- Our favorite holding period is long-term for investors as a whole, returns can decrease as motion increases
- We like to limit costs and reduce taxable events

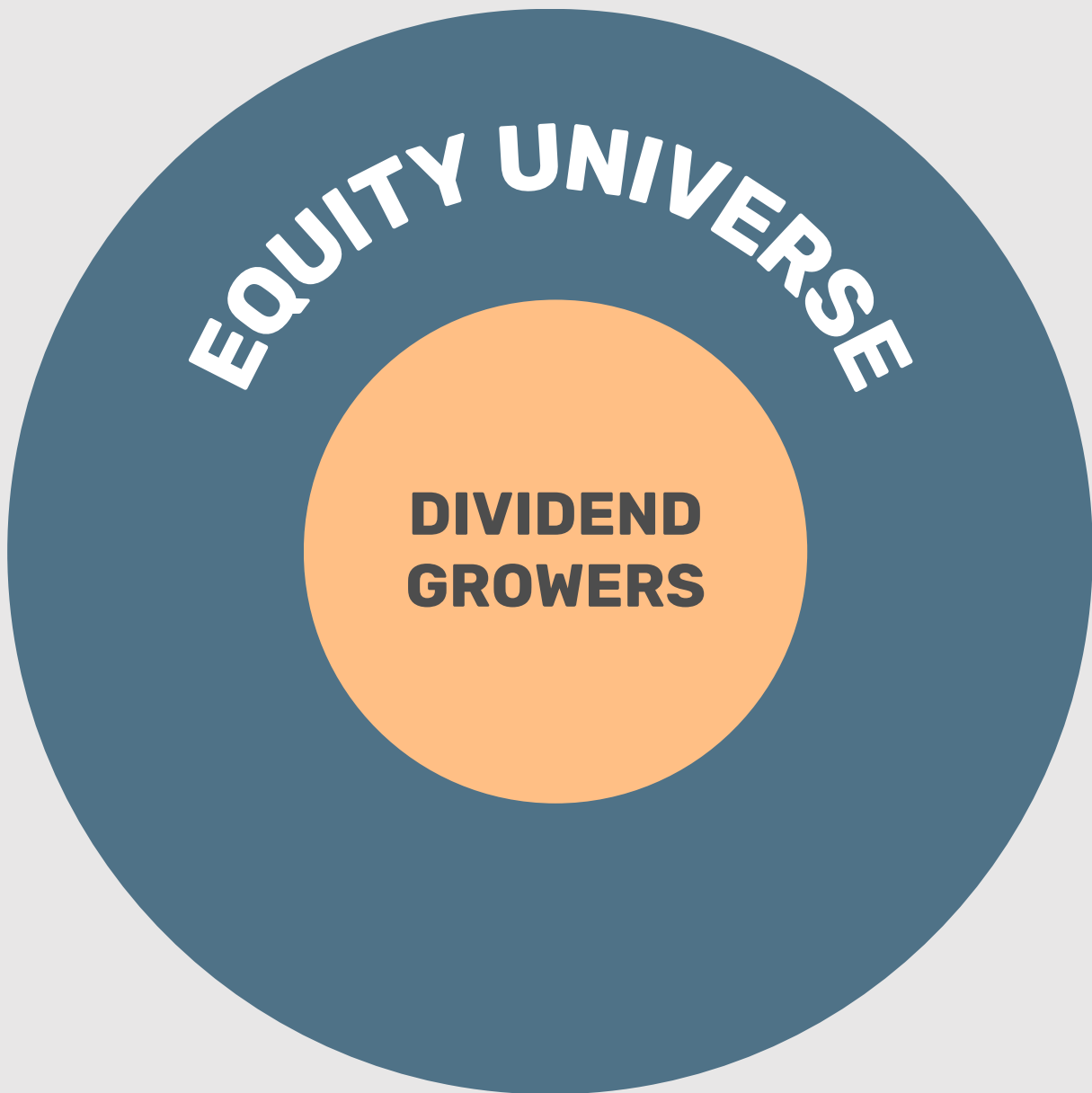
### What We Look For:

- Companies that offer a relatively high current yield (should be higher than 2.7% A/O 11-21-2019)
- Dividend Yield Growth- should support a regular history of dividend increases over the past 10 years or greater, and be expected to grow in the future
- A company should offer at least moderate consistent historic and prospective earnings growth

### Our Buy-Hold-Sell Discipline

- **Undervalued Companies**- we buy companies when our research dictates the current dividend yield represents historically good value
- **Rising Value Companies**- a hold discipline is dictated by a company's earnings and dividend improvement. Steady and improving earnings and dividend growth is evidence of strong and capable management
- **Overvalued Companies**- we sell companies when we believe the current dividend yield represents historically bad value
- **Declining Value Companies**- are companies we keep an eye on in anticipation of entering our pool of undervalued companies. These companies are normally trending downward from our sell (overvalued) category

## OUR CORE FOCUS



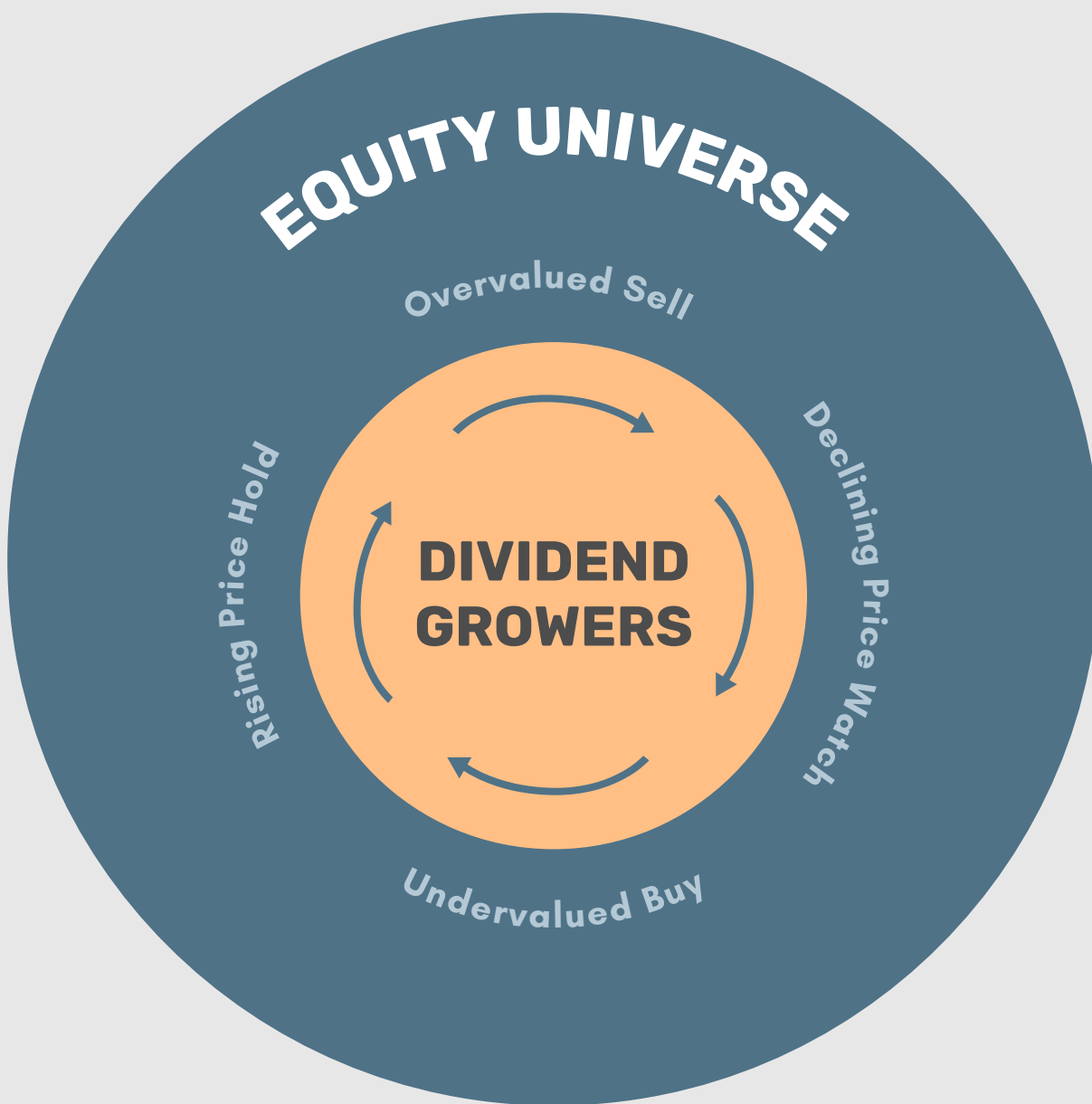
Focus your attention on growing, cash generating businesses

Seek to own a diversified group of business that generate cash and give you the potential for above average re-turns

Make investment choices when you believe there is sufficient evidence that the price being paid for shares of a company is substantially lower than the value being delivered

Investment products, including shares of mutual funds, are not insured by the FDIC, NCUA or any federal agency, are not deposits or obligations of, or guaranteed by any financial institution and involve investment risks including possible loss of principal and fluctuation in value

# THE STOCK PRICE / DIVIDEND YIELD CYCLE





# SECTION THREE:

# **Your Family Organizational & Estate Plan**



[Date]  
[Name  
Address  
City, State Zip]

Dear [Name],

As (my executor). [the person who holds my Power of Attorney]. [the loved one who will be called upon should I become ill], I wanted to write a brief note to let you know where my important documents may be found in event Of an emergency or upon my death.

In [my filing cabinet. next to the desk in my home office]. you will find my important files. [The file is unlocked]. [The key to the file is on the key ring in my top dresser drawer]. The files are divided into logical sections and should be easy for you to find. Behind each section divider, you'll find my files in alphabetical order. The file sections are as follows:

- |                                    |   |
|------------------------------------|---|
| 1. Family Organizational Checklist | 11. Property & Casualty Insurance               |
| 2. Emergency Items, Contacts       | 12. Annuities                                   |
| 3. Mutual Funds                    | 13. Trusts, Financial Plan                      |
| 4. Investments, Asset Management   | 14. Utilities                                   |
| 5. Banks, Mortgages, Loans         | 15. Telephone, Cell Phone                       |
| 6. Health Insurance                | 16. Credit Cards                                |
| 7. Retirement. Pension Plans       | 17. Tax Documents                               |
| 8. Medical Records                 | 18. Titles & Deeds                              |
| 9. Life Insurance, Long Term Care  | 19. Warranties, Service Contracts, Instructions |
| 10. Other Corporate Benefits       |   |

The first file in the drawer [on the left-hand side] is an updated copy of my "Family Organizational Checklist". This checklist serves as a table of contents of every important document I have and where each may be found [in my file drawer or elsewhere]. Secondly, you will find my "Emergency File". In this file, there's [a certified copy of my Last Will and Testament], [my durable Power of Attorney], [my Living Will / Healthcare Proxy], [the powers Of Attorney for each of my financial institution accounts], [the beneficiary forms for every account I have for which there is a beneficiary], a list of the key people you will want to contact,[other important items], and a copy of this letter.

[Attached please find a copy of my current "Family Organizational Checklist". This will help you to know the locations of my key documents, in advance]. It is my hope that this will make life a bit easier for you at a difficult time. Thank you in advance for your willingness to be of assistance to me [and my family].

[Very Truly Yours],

# FAMILY ORGANIZATIONAL CHECKLIST

Contact Information	Phone Numbers		Additional Information
	Business/ Fax	Cell/ Home	
Client			
Accountant			
Attorney			
Banker			
Broker or Investment Advisor			
Clergy			
Doctors			
Generalist			
Specialist			
Eye Doctor			
Veterinarian			
Funeral Director			
Home Health Care Provider			

# FAMILY ORGANIZATIONAL CHECKLIST

Contact Information	Phone Numbers		Additional Information
	Business/ Fax	Cell/ Home	
Emergency			
Police			
Fire			
Ambulance			
Alarm Co.			
Hospital Preferred			
Life Insurance Agent			
HR Contact (Current & Prior Jobs)			
Insurance Agent (Property & Casualty)			
Additional Contacts (Friends, Relatives)			
Additional Contacts (Home services: i.e. Maintenance, Housekeeping)			

# FAMILY ORGANIZATIONAL CHECKLIST

Emergency Papers or Information	Y/N	Location
General Items— documents that should always be readily available		
Address & phone numbers of key contacts and advisors (investment professional, insurance agents, doctors, dentist, lawyer, CPD, health home aide, etc.)		
Social Security Card		
Birth Certificate		
Passport / Citizenship (naturalization) papers		
Driver's license number & expiration date		
Adoption papers		
Marriage certificate		
Pre-nuptial agreement		
Divorce or separation papers		
Safe and combination		
Safe deposit box(es) and keys		
Investment Documents— documents needed for the transfer of ownership per Last Will / Treatment and credit applications		
Brokerage account statements		
Mutual fund account statements		
Individual retirement plan statements		

# FAMILY ORGANIZATIONAL CHECKLIST

Emergency Papers or Information	Y/N	Location
Investment Documents Con't		
Company retirement plan statements from all employers		
Alternative investment documents (incl. K-1s)		
Investment club documents / records		
529 college savings plan statements		
On-line securities transaction information		
Beneficiary forms for IRAs, 401(k)s, or other benefits plans		
Documents showing cost basis of securities owned or sold		
Insurance and Annuity – documents needed to settle claims		
Life insurance policy documents		
Group life policies		
Health and accident insurance ID cards & claim records		
Variable annuity or fixed annuity statements		
Morgage insurance policy		
Property & casualty policy documents		
Veterans administration insurance papers		
Beneficiary forms for insurance or annuities		

# FAMILY ORGANIZATIONAL CHECKLIST

Emergency Papers or Information	Y/N	Location
Financial Personal Documentation – documents needed to settle debts & transfer ownership per Last Will / Testament		
Appraisal or inventory of valuable items		
Buy/sell compensation agreement documents		
Deferred compensation agreement documents		
Federal/state gift-tax returns		
Prior years' tax return		
Motor vehicle title papers		
Lawsuit or documents on pending legal action		
Promissory notes (debts owed)		
Loans outstanding (money owed)		
Mortgage documents		
Medical bills, prescription plan card/record		
Property & school tax records		
Real estate deeds/ titles of ownership		
Rental and/or lease agreements		
Trust documents/agreements		

# FAMILY ORGANIZATIONAL CHECKLIST

Emergency Papers or Information	Y/N	Location
Bank / Credit documents – documents needed to settle outstanding credit accounts and free up necessary cash to settle		
Checking or money market account statements		
Checks (checking or money market)		
Passbook savings account		
Credit cards and account statements		
Credit union account books or statements		
The items below may be needed when someone becomes seriously ill.		
Living Will / Health Care Proxy		
Durable Power of Attorney		
Financial Institution's proprietary Power of Attorney forms		
The items below may be needed soon after someone dies.		
Last Will and Testament *Wills should never be stored in a safe deposit box. Instead, Wills should be kept in either a lawyer's Will safe or a fire-proof safe at home.		
Military discharge papers		
Burial Instructions		
Cemetery plot deed		

# FAMILY ORGANIZATIONAL CHECKLIST

Emergency Papers or Information	Y/N	Location
The items below may be needed soon after someone dies.		
Pre-paid cremation documents		
Funeral Home preference & information		
Charitable donation preference(s)		
Letter of instruction (if available) from the deceased to his/her executor of executrix		
Death Certificate *The number requested of the funeral director should equal the number of accounts or titles of ownership of the deceased.		
Phone numbers/ address of County Surrogate Court *The county court or clerk's office where the decedent resided handles the estate matters and will probate the Last Will and Testament. The executor obtains sufficient number of Certificates to use with each Death Certificate in transferring ownership of accounts, titles, etc.		
Information for obituaries (resume)		



Content in this material is for general information only and not intended to provide specific advice or recommendations for any individual.

All investing involves risk including loss of principal. No strategy assures success or protects against loss. There is no guarantee that a diversified portfolio will enhance overall returns or outperform a non-diversified portfolio. Diversification does not protect against market risk.

Asset allocation does not ensure a profit or protect against a loss.

Guardian Partners Wealth Management and LPL Financial do not offer legal advice or services.

Securities and advisory services offered through LPL Financial, a Registered Investment Advisor, Member FINRA/SIPC.