

Discovery

Sharpen the Saw

*Inspired by Seven Habits of Highly Effective People,
by Stephen Covey.*

Imagine yourself strolling through the woods, whistling as the wind sweeps through your hair. As you near a thickly wooded area, you begin to hear gasping and panting in harmony with the scraping of metal between wood. Once your curious subject is clearly in view, you can see that a man is feverishly laboring to saw down a tree.

“What are you doing?” you ask.

“Can’t you see?” the exasperated man replies. “I’m sawing down this tree!”

“You look exhausted!” you exclaim. “How long have you been at it?”

“More than five hours,” he sighs. “And I’m beat! This is hard work.”

“Well, why don’t you take a break for a few minutes and sharpen the saw?” you inquire sympathetically. “I’m sure it would go a lot faster.”

“I’m too busy sawing!” the man shouted.

“I DON’T HAVE TIME TO SHARPEN THE SAW!”

The purpose of this form is to help you in gathering basic information about your current financial situation in order to make the best use of our time together. To accurately and intelligently discuss strategies and options it is necessary to know all the financial details of each client situation, what may be right in one set of circumstances may be harmful in another. Please bring this document along with the documents listed on the back of this form to our next interview. All information provided will be kept strictly confidential.

A. FAMILY STATUS			
Your Full Name	Date of Birth	Birth Place	Social Security Number
Spouse's Full Name	Date of Birth	Birth Place	Social Security Number
Child	Date of Birth	Birth Place	Social Security Number
Child	Date of Birth	Birth Place	Social Security Number
Child	Date of Birth	Birth Place	Social Security Number
Your Residence (Street & No.)	City	State	Zip
Home Phone Number	Cell Phone Number	Driver's License No. & expiration date	Spouse's License No. & expiration date
Date of Marriage	E-Mail Address(es):		

B. OCCUPATION / INCOME			
Your Occupation (Title)	Employer		
Employer Address	City	State	Telephone
Length of Service (years)	Current Base Salary \$	Bonus \$	
Spouse's Occupation (Title)	Employer		
Employer Address	City	State	Telephone
Length of Service (years)	Current Base Salary \$	Bonus \$	

C. REAL ESTATE					
	Purchased Year	Price	Ownership (Jointly, etc.)	Improvements Capital Expenditures	Current Market Value (Estimate)
Your Residence		\$			\$
Other Home		\$			\$
Other Real Estate		\$			\$

D. MORTGAGES				
	Interest Rate	Monthly Payment (Including Taxes)	Months Remaining	Mortgage Unpaid Balance
Your Residence		\$		\$
Other Home		\$		\$
Other Real Estate		\$		\$

E. SAVING

Where are you saving money now?

If you participate in a 401(K), what is your match?

Do you receive the match in company stock?

Details:

Do you want to save more?

From what source?

Does your company provide a pension, or are you eligible for one from a prior employer?

Details:

IRA:

Roth IRA:

Savings Bonds:

CD:

Mutual Funds:

Equity:

Income:

Are you eligible for stock options?

Details:

Do you anticipate any substantial inheritance?

F. DEBTS

Credit cards (where you carry a balance):

Rate:

Terms:

Other:

G. INSURANCE

Auto:

Home:

Umbrella:

Disability:

Medical:

Life Insurance:

What group benefits does your company provide?

Do you take optional life coverage?

Are you expecting any major outlays within the next three years?
(car, college, home, investment, wedding)

H. BUSINESS OWNERS

Do you have an EXIT plan?

Details:

Are there key people who you want to retain?

do you believe is a fair value for your business?

Discovery

<i>Which statement best describes your primary investment objective?</i>	Capital preservation	1
	Maximize current income	2
	Provide income with some asset growth	3
	Focus primarily on asset growth with some income	4
	Maximize asset growth with little regard for income	5
<i>Which of the following describes your total return expectation?</i>	No return expectation	1
	Enough to provide steady income	2
	At least keep pace with inflation	3
	Exceed inflation somewhat	4
	Much higher than inflation in most cases	5
<i>Do you expect your standard of living to change in the next five years?</i>	Yes, I expect a lower standard of living	0
	No, change	1
	Yes, somewhat better	2
	Yes, substantially better	3
<i>How much liquidity do you need from this portfolio over the next five years?</i>	I need complete access to all of my money	0
	I may need access to more than ½ of my investment	1
	I will need access to less than ½ of my investment	2
	I will not need to liquidate any funds	3
<i>If your portfolio would produce income right now how would you use it?</i>	Spend it all	1
	Spend some and reinvest some	2
	Reinvest all of it	3
<i>When do you expect to achieve your major investment goals?</i>	One to three years	1
	Three to five years	2
	Five to ten years	3
	More than 10 years	4
<i>What is your age?</i>	Over 65	1
	56 to 65	2
	46 to 55	3
	Under 46	4
<i>Which of the following portfolios would make you most comfortable?</i>	One that grows a little bit each year, but is very safe	1
	One with a lot of income and some volatility	2
	One with growth and income, but moderate risk	3
	One with growth and a lot of volatility	4
<i>Would you risk a short-term loss in return for higher long-term returns?</i>	No, I can't tolerate any losses	1
	Yes, some losses as long as my income is unaffected	2
	Yes, I'd risk moderate losses for long term gain	3
	Yes, short-term losses don't concern me	4
<i>What investment has pleased or would please you the most?</i>	Certificate of Deposit and Money Market Funds	1
	U.S. Government/Municipal/Corporate Bonds	2
	Blue Chip Stocks	3
	Small Company Stocks	4

Total Score

Range of Scores	8 to 13	12 to 18	16 to 25	24 to 30	30 to 39
	Suggested Portfolio Style	Income	Capital Preservation	Balanced	Growth
Suggested Asset Allocation Targets	5% Cash 75% Fixed Investment 20% Equities	5% Cash 63% Fixed Investment 32% Equities	2% Cash 49% Fixed Investment 49% Equities	1% Cash 31% Fixed Investment 68% Equities	1% Cash 24 % Fixed Investment 75% Equities

Important Documents

Please bring the following to your first meeting:

- **Most recent income tax return.** If this tax return is unique for any reason, such as a onetime deduction, then please copy more than one year's return.
- **Pay stubs.** Please bring copies of both your and your spouse's pay stubs.
- **Insurance policies.** With declaration pages – Car/Home/Life/Disability Income.
- **Outline (statement) of all company benefits.**
- **Wills and trusts.**
- **Investment Account Statements.** Please bring copies of the separate account statements for all investments.
- **Other vital financial documents,** i.e. business or gift tax returns.

It Is Important To Provide Copies Of All Relevant Statements For An Accurate Starting

What target horizons would you like to see illustrated? Age_____

Signature

Date