Personal Planning Checklist for Financial Advisors

Doing what you know.

Questions	YES	NO
Does your spouse know who will be his/her Financial Advisor if you died today?		
• Do your spouse and other family members consider him/her a trusted advisor?		
• Have your discussed your plan with this advisor and your family? Have you taken any advice from this person?		
• Does everyone in your family know who to call and what to do? Do they know your final arrangements wishes?		
Do you have a written plan, if you suffered a disaster, such as a robbery, fire or natural disaster?		
Have you done all of the things that you tell your clients to do? Are all the fundamentals in place?		
• Do you have a Will, A Trust, Heath Care Declarations and a Durable Power of Attorney in place?		
• Do you have copies of all your company benefits and summary plan descriptions?		
• Will your family have enough income to maintain the lifestyle to which they have become accustomed?		
• Do you have enough Life Insurance and Long-Term Care coverage?		
• Have you talked to your family about what they should do after you die?		
• Have you taken any advice from your financial advisor?		
• Do you have your own Board of Directors?		

Planning Questions about your Clients

Questions	YES	NO
Do your clients' spouses know who will be their Financial Advisor if the client died today?		
• Do the spouse and other family members consider you a trusted advisor?		
• Have your discussed your clients' plan with the family?		
• Does everyone in the family know who to call and what to do?		
Do your clients have a written plan, if they suffered a disaster, such as a robbery, fire or natural disaster?		
Have they done everything that you have suggested to them? What needs to be done next? Are all the fundamentals in place?		
• Do you have a Will, A Trust, Heath Care Declarations and a Durable Power of Attorney in place?		
• Do you have copies of all your Morgan Stanley Benefits and Summary Plan Descriptions?		
• Will the family have enough income to maintain the lifestyle to which they have become accustomed?		
• Do they have enough life insurance and Long-Term Care coverage?		
• Have you talked to the clients' family about what they should do after the death of your client?		
• Are you the gatekeeper to all of your clients' other advisors?		
o Do you know the accountant, the attorney, the trust officer, the property casualty agent?		

"This lack of knowledge deprives people the opportunity to mourn." **-- Martin Kuritz – Author of the Beneficiary Book**