

## Six Steps To Financial Planning

To be sure that you are getting financial planning advice ask if the financial planner follows the process below:

- 1** The financial planner should clearly explain and document the services to be provided to you, and define both his/her and your responsibilities
- 2** The financial planner should ask for information about your financial situation and you should both define your personal and financial goals, understand the time frame for results and discuss how you feel about risk
- 3** The financial planner should analyse your information to assess your current situation and determine what you must do to meet your goals; this could include analyzing your assets, liabilities and cash flow, current insurance protection, investments, retirement or tax-planning strategies
- 4** The financial planner should offer a financial plan which includes recommendations that address your goals based on the information you provide. The planner should go over the recommendations and also listen to your concerns and revise the recommendations as appropriate
- 5** You and the financial planner should agree on how the recommendations will be carried out. The planner should co-ordinate the process with you and other professionals such as solicitors, accountants or investment managers
- 6** You and the planner should agree on who will monitor the progress towards your goals. The planner should report periodically to review your situation, update the financial plan and adjust the recommendations, if needed, as your life evolves