



# Plan Participant Financial Wellness Checklist



Your Copilot Guide to Financial  
Wellness and Wealth Building



## 1. Foundation: Money Habits

- ✓ Automate bill payments, savings, and retirement contributions
- ✓ Keep 3–6 months of expenses in an emergency fund (high-yield savings account)
- ✓ Track your net worth annually (assets minus liabilities)
- ✓ Review your budget: spend freely on what you love, cut ruthlessly on what you don't

## 2. Debt Management

- ✓ Pay off high-interest credit card balances
- ✓ Refinance student loans if rates are high
- ✓ Use mortgage and business loans strategically (equity-building, not consumption)
- ✓ Review debt-to-income ratio to ensure healthy leverage

## 3. Retirement Plan Optimization (401(k), 403(b), 457, TSP)

- ✓ Contribute at least enough to get the full employer match
- ✓ Target 10–15% of income in contributions
- ✓ Choose between Roth and Traditional contributions strategically

- ✓ Review investment mix: diversify across stock, bond, and index funds
- ✓ Rebalance at least once per year
- ✓ Consolidate old accounts from prior employers

## 4. Taxes

- ✓ Review annual tax bracket and optimize contributions accordingly
- ✓ Blend Roth and Traditional accounts to diversify tax risk
- ✓ Explore Roth conversions during low-income years
- ✓ Use tax-advantaged accounts (HSA, FSA, 529)
- ✓ Harvest tax losses in taxable accounts when available
- ✓ If charitably inclined, explore Donor-Advised Funds (DAFs) or Qualified Charitable Distributions (QCDs)

## 5. Insurance and Protection

- ✓ Maintain adequate life, health, disability, and property insurance
- ✓ Review insurance coverage annually to match current income and family needs
- ✓ Consider Variable Universal Life (VUL) or Indexed Universal Life (IUL) for supplemental tax-free growth and estate planning
- ✓ Update beneficiary designations on all accounts and policies



## 6. Estate and Legacy Planning

- ✓ Have a current will and durable power of attorney
- ✓ Consider a living trust for asset protection and ease of transfer
- ✓ Align retirement plan beneficiaries with your estate plan
- ✓ Review estate tax thresholds and gifting strategies
- ✓ For executives and high-net-worth participants: explore GRATs, ILITs, and charitable trusts

## 7. Investments Beyond the Plan

- ✓ Keep fees low by favoring index funds and ETFs
- ✓ Diversify beyond core retirement plan funds if BrokerageLink or Mutual Fund Window is available
- ✓ Monitor concentration in company stock (keep below 10%)
- ✓ For executives: implement 10b5-1 plans or hedging strategies if holding large stock positions

## 8. Career Stage Focus

### Early Career

- ✓ Build habits: save 10%+, automate, pay off bad debt
- ✓ Focus on Roth contributions and compounding growth

### Mid Career

- ✓ Increase contributions toward \$23,000 annual max (plus \$7,500 if 50+)
- ✓ Balance retirement savings with kids' education planning (529 plans)
- ✓ Protect family with adequate insurance

### Executives and High Earners

- ✓ Max out plans and deferred comp programs
- ✓ Integrate equity compensation with tax strategy
- ✓ Consider advanced estate planning and insurance strategies





### Near Retirees

- ✓ Reduce portfolio risk gradually
- ✓ Plan RMD strategy and tax-efficient withdrawals
- ✓ Optimize Social Security and Medicare elections





## 9. Annual Review

-  Review contributions, allocations, and progress every year
-  Adjust financial plan for life changes (marriage, children, job change, business sale)
-  Update estate documents and beneficiaries as needed
-  Schedule an annual review with your Plan Participant coach

## 10. Your Copilot on the Path

You do not need to navigate all of this alone. Plan Participant is your copilot to help:

- Build and review your personalized financial plan
- Maximize tax efficiency and retirement savings
- Integrate estate, insurance, and investment strategies into one roadmap
- Keep you accountable and on track through every stage of your career

Take the Next Step on Your Path

You have the knowledge. Now it is time to take action.

The difference between information and transformation is having a trusted partner by your side. At Plan Participant, we believe every participant deserves a personal financial copilot, someone who helps you navigate the complexities of saving, investing, tax planning, and legacy building.

Here is what you receive when you begin your journey with Plan Participant:

- A personalized financial plan tailored to your unique goals and circumstances
- Guidance to maximize your retirement plan and reduce taxes along the way
- Support integrating estate, insurance, and investment strategies into one clear roadmap
- A dedicated coach who keeps you accountable and on track during your accumulation years and beyond

Your financial journey does not have to be traveled alone.

Start today with your free consultation and discover how Plan Participant can be your copilot on the path to building wealth, protecting your future, and achieving financial freedom.





## Disclosures

This guide is for educational purposes only. It is not investment, tax, or legal advice. Plan Participant is not a registered investment adviser, broker-dealer, or fiduciary. Please consult a licensed financial advisor, tax advisor, or attorney before making any financial decisions.



## Have More Questions? Ask Henri.

Henri stands for Helping Everyone Navigate Retirement Insights. Henri is your educational guide here to simplify complex retirement topics and point you toward the right resources.

Reminder: Henri provides education only, not investment, tax, or legal advice. For personalized recommendations, we can connect you with a licensed professional in our network.



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**BEFORE TAKEOFF**

RECALL ..... CK

FLIGHT CONTROL ..... CK

FLAPS ..... GREEN LT

STAB TRIM ..... UNITS

COCKPIT DOOR ..... LOCKED

TAKEOFF BRIEF ..... REVIEWED

..... CLEARED TAKEOFF

START SWS ..... ON

TRANSPONDER ..... ON

**AFTER TAKEOFF**

AIR COND & PRESS ..... SET

START SWS ..... OFF

LDO GEAR ..... UP & OFF

FLAPS ..... UP NO LIGHTS

**DESCENT APPROACH**

ANTHCE ..... AS REQD

AIR COND & PRESS ..... SET

ALTM & INST ..... SET & ON

NI & IAS BUGS ..... ON & SET

**LANDING**

START SWS ..... ON

RECALL ..... ON

SP BK ..... ARMED GREEN LT

LDO GEAR ..... ON 2 GRN

FLAPS ..... GREEN LT