


LEARNING OBJECTIVES

- Discuss setting financial goals
- List tips to examine your current financial situation
- Discuss key aspects of personal financial management and retirement planning
- Identify additional resources to assist you



FINANCIAL MANAGEMENT

You are the manager of your finances, so make a **PLAN** to reach your financial **GOALS**.
Then implement it. **ACTION** is the key word!






WHAT ARE YOUR FINANCIAL GOALS?

Short-term	Intermediate	Long-term
<ul style="list-style-type: none">• Within 2 years• Example: Pay off credit card debt	<ul style="list-style-type: none">• Within 3 to 9 years• Example: In 5 years, have \$15,000 saved for a house	<ul style="list-style-type: none">• Within 10 or more years• Example: Have \$20,000 saved for retirement

SMART GOALS

- S - Specific
- M - Measurable
- A - Achievable
- R - Realistic
- T - Time-bound







UNDERSTAND YOUR FINANCIAL POSITION

Write down everything that you owe to get a better understanding of your current financial position.

Prioritize your bills from most important to least important.

Ask yourself: Have you prepared for the unexpected?








POLL

If I were faced with an emergency situation,
I feel that I would be financially prepared.

- A. I agree
- B. I disagree





ARE YOU PREPARED?

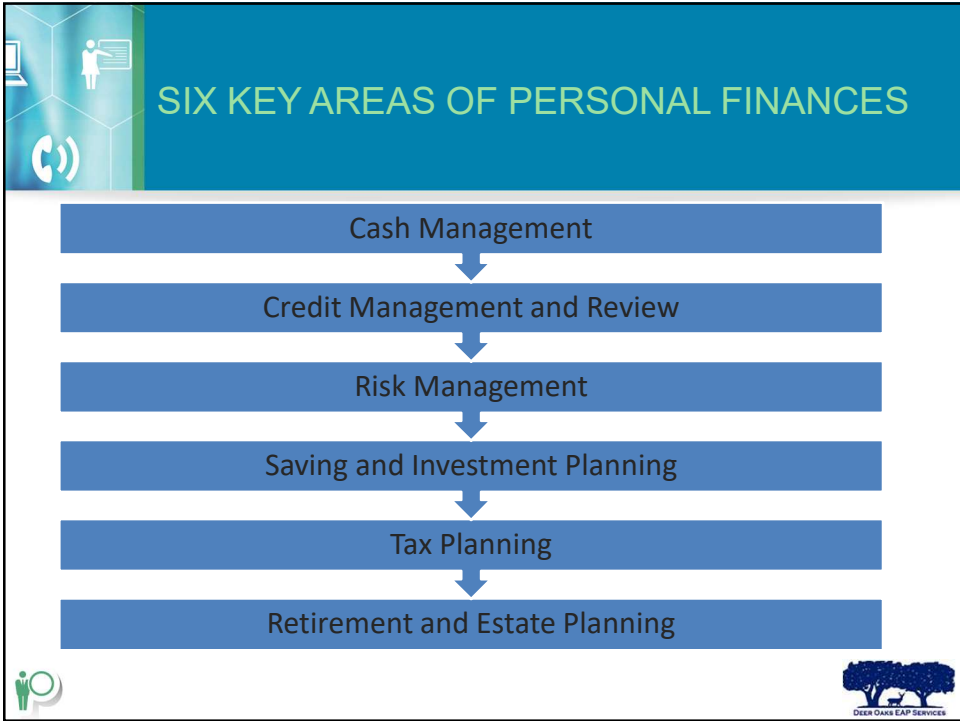
What if I . . .

- Lose my job?
- Have to relocate?
- Have to care for a loved one?
- Need to be cared for?

List five ways to come up with money for an emergency:


1. _____
2. _____
3. _____
4. _____
5. _____





1. CASH MANAGEMENT

- Managing cash flow
- Building cash flow
- Positioning cash
- Controlling debt






BUDGETARY GUIDE

Review your current budget.


Revamp your budget based on current circumstances.


Look for ways to cut back.

RECOMMENDED BUDGET PERCENTAGES

Charities	4%–10%
Housing	20–35%
Food	5%–14%
Transportation	10%–20%
Medical	5%–10%
Clothing	2%–7%
Investments/Savings	5%–13%
Debt payments	5%–20%
Personal/Recreation	5%–10%






 2. CREDIT MANAGEMENT AND REVIEW

TransUnion www.AnnualCreditReport.com

Equifax

Experian



 3. RISK MANAGEMENT

Financial protection

Life insurance

Disability income coverage

Medical policy

Long-term care needs



Auto, home, and liability insurance



4. SAVING AND INVESTMENT PLANNING

Determine a suitable approach that meets your needs

- Goals
- Time horizon
- Risk tolerance
- Diversification






5. TAX PLANNING

Effective planning requires an ongoing effort:

- Plan
- Adjust

Sound tax strategy:

- Income
- Capital gains
- Retirement plans



6. RETIREMENT AND ESTATE PLANNING:
GETTING STARTED

What does retirement look like to you?

- A. Expectations
- B. Goals
- C. Dreams




POLL

The definition of retirement is different depending upon the individual. In terms of the financial piece, the amount of money that you need to have stored up depends on your current standard of living.

Do you feel that you are well on your way to a comfortable retirement?



- A. Yes, I am.
- B. Somewhat.
- C. No, not at all.



RETIREMENT PLANNING

Identify your goals and funding sources

80/20 rule

RETIREMENT PLANNING

How much money will you need to achieve your retirement goals?

Example:

70% of current adjusted gross income = Goal: \$49,000
 (\$70,000 AGI X .70 = \$49,000 = Goal)


Existing income sources to reach goal:

Social Security Benefits	\$10,000
Retirement benefits (IRA, Keogh, 401(k), etc.)	+\$24,000
	\$34,000

Additional annual income needed to reach goal: \$15,000
 (Goal – Existing income sources = Additional annual income needed)

How will you address the \$15,000 gap?







ESTATE PLANNING

What is it?

- Maximizing the amount you leave your heirs to inherit, while maintaining your own financial goals and lifestyle
- Includes documents such as will, power of attorney, and living will
- Can include strategies for increasing, protecting, and distributing wealth during your lifetime



MINIMIZING ESTATE-RELATED TAXES


Taxable assets to charities

Tax-free assets to other beneficiaries

Give money to your beneficiaries while you're still living




Life insurance policy to beneficiary for estimated amount to cover taxes





SUMMARY



- Review key areas of your finances on a regular basis.
- Monitor and track your spending.
- Review your budget, making changes as needed.
- Make sure you have appropriate insurance coverage.
- Create an emergency fund or a plan for the unexpected.
- Speak with a tax, legal, and/or financial professional for additional assistance.

RESOURCES FOR MORE INFORMATION

Resources with easy, no-cost access to current information in assisting retirement and estate planning

Investor Guide: www.investor.gov	IRS: www.irs.gov
Social Security Administration: www.ssa.gov	Pension Rights Center: www.pensionrights.org/
American Association of Retired Persons: www.aarp.org	Quicken: www.quicken.com
American Bar Association Estate Planning FAQs https://www.americanbar.org/groups/real_property_trust_estate/resources/estate_planning.html	


Your EAP Services at a Glance

- Telephone and crisis counseling 24-7, 365
- Face-to-face or telephone based short term counseling
- Professional referrals to community resources as needed
- Legal and financial services and referrals
- Eldercare/Childcare assistance and referrals
- Take the Highroad Program - \$45 max reimbursement
- Employee and supervisor training seminars
- Crisis Intervention Services (CISD)
- Enhanced website with interactive will preparation, savings center, monthly newsletters, and more..






Toll-Free: 1-866-327-2400
Website: www.deeroakseap.com



 THANK YOU!

Questions?



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