

The Exclusive Coaching Program

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How to Conduct a Successful Quarterly or Semi-Annual Financial Review Meeting for Existing Clients



Eight Key Parts of a Successful Client Review

Here are eight key discussion items and the approximate time you should spend on each to help you have successful client review sessions. Keeping to this agenda will help keep you on track, on time and make sure you cover all the essential items you should review at each of these meetings. This agenda is for a meeting that is approximately 45 minutes.



Many advisors prefer a one-hour timeframe for in-office and less time for telephone or web sessions.

1	Welcome/Review	4-6 minutes
2	Economic Overview	7-10 minutes
3	Portfolio Results and Changes	6-10 minutes
4	Review of Any Outstanding Financial Items	5-7 minutes
5	Discuss New Services/Changes	3-5 minutes
6	Discuss Upcoming Events	2-3 minutes
7	Ability to Help Others	2-3 minutes
8	Discuss Timeframe for Next Appointment	1 minute

Agenda for Mr. & Mrs. Jones

February 4, 2021

I. Welcome/Review

- a. Health
- b. Cash flow
- c. Major life changes since last review

II. Economic Overview (add 2-3 things)

- a. Review of 2020 Market Results
- b. Risk Tolerance/Asset Allocations Update
- c. 2021 Outlook

III. Portfolio Results & Changes (use client statements)

- a. Review of your accounts and changes for 2021

IV. Review of Any Outstanding Financial Items (list if possible)

- a. Review of any SECURE and CARES Act items that may affect client (family tax bracket management)

V. Discuss New Services/Changes

- a. Watch online videos

VI. Upcoming Events

VII. Ability to Add Friends to Mailing list

VIII. Discuss timeframe for Next Appointment

Client Meeting Report

Client: _____

Date: _____

Time: _____

Length of Meeting: _____

Type of Meeting:

Initial

Recommendation

Review

Other

Discussion: _____

Actions & Recommendations Agreed to: _____

Advisor to Do: _____

Staff to Do: _____

Next meeting scheduled for: _____

Referrals Given: _____
