Vanguard®

Client relationships

Sample

Agenda for optimizing ongoing reviews

Investment plan review agenda

- Evaluate planning goals and progress toward them. Review portfolio performance and determine if you're on track to meeting previously established goals.
- Discuss any rebalancing needs.
- Review asset allocation and selected investments.
- Review the state of the markets and economy since the last review. Discuss any key events or changes that may affect your plan.
- Answer your questions; address any concerns.

How to prepare for our meeting

During our meeting, we will discuss your investment plan, your progress toward your goals, and any personal or financial changes that may have taken place since our last meeting. Please take a moment to consider the questions below before we meet. Also, if your personal or financial situation has changed since we last met, please bring with you any documents related to those changes.

Questions concerning your investment goals:

- Have any of your goals changed? Do you have new goals or previous goals that may no longer be important?
- Do you have questions related to your investment plan, including asset allocation or plan management?
- Are there any questions you'd like to discuss that are related to the market, the economy, specific investments or asset classes?
- Have you had any changes to your income, expenses, spending needs or your ability to save or repay debt?

Questions concerning your personal goals:

- Have you experienced any family changes such as a birth, death, marriage or health change?
- Have you received any additional income or assets such as an inheritance or bonus?
- Have you paid off any significant loans or eliminated any expenses?
- Have you opened any new accounts or purchased any new financial products, such as insurance or investments?

Will you recommend me?

I trust that you are happy with the [specific services] I provide. Would you be willing to recommend me to a friend, colleague or family member who might benefit from my approach to wealth management?

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Visit our Practice Management Centre for more information on Vanguard Advisor's Alpha™, wealth management and navigating client relationships.

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