Financial Planning Calendar

<table>
<tr><th>January</th><th>February</th><th>March</th><th>April</th><th>May</th><th>June</th><th>July</th><th>August</th><th>September</th><th>October</th><th>November</th><th>December</th></tr>
<tr><td colspan="2">Provide 12/31 and January pay stubs, and 12/31 statements (401k, E*Trade, mortgage)</td><td>Gather tax information for CPA</td><td>Review tax return before submitting</td><td colspan="2">Provide completed tax return</td><td colspan="2">Experiences with friends and family</td><td colspan="2">Provide employer benefits to review for open enrollment</td><td colspan="2">Experiences with friends and family</td></tr>
<tr><td>Always available for meetings, phone calls, email, text</td><td colspan="3">Meeting to update financial planning projections, review investments, discuss future income, savings, and expenses</td><td>Always available for meetings, phone calls, email, text</td><td>Always available for meetings, phone calls, email, text</td><td>Always available for meetings, phone calls, email, text</td><td>Always available for meetings, phone calls, email, text</td><td colspan="3">Meeting to discuss employer benefits, insurance review, end of year investment and tax planning</td><td>Always available for meetings, phone calls, email, text</td></tr>
<tr><td colspan="2">Review salary/bonus, 401k cont., ESPP, RSU W-2 income, ISO exercise</td><td colspan="2">Review cash flow (income, savings, mortgage, living expenses) and net worth</td><td colspan="2">Review tax return, planning opportunities, withholdings, etc.</td><td colspan="2">Check-in on Ongoing Financial Planning Tasks, Education Analysis</td><td colspan="2">Insurance analysis, estate planning, review beneficiaries</td><td colspan="2">End of year planning, ISO exercise under AMT, 401k contributions, tax opprtunities</td></tr>
<tr><td>Review prior year investment portfolios</td><td colspan="2">Help prepare info for CPA, IRA/Roth IRA prior-year contributions, open trading window</td><td>Review Q1 investment portfolios</td><td>Open trading window</td><td>Investment company due diligence</td><td>Review Q2 investment portfolios</td><td>Open trading window</td><td>Review 401k asset allocation and funds</td><td>Review Q3 investment portfolios</td><td colspan="2">Plan trades this year, realize gain or loss for calendar year, open trading window</td></tr>
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Legend:	Client	Meeting	Financial Planning	Investments