

# The Pre-Retirement Checklist

If you're within 5 years of retirement, you should review this checklist.

*Please note If you do not have a company sponsored defined benefit plan (guaranteed monthly checks NOT a 401k Plan)) then you should start about 10 years before. If you fall into the second category please reach out and get the extended version.*

It may seem like it's still a long way off, but this time will allow for slight correction. Although, it's not critical to get all of your retirement details exactly right. It's time to run the numbers, and begin to estimate your spending needs, your retirement income sources and begin dreaming about what your life will be after retirement.

## 5 Year Checklist:

- Begin thinking about your retirement lifestyle
- Estimate retirement spending levels, and income sources
- Track your net worth
- Run at least three retirement INCOME calculators
- Determine how you'll fund every year of your retirement income to avoid Sequence Of Return risk
- Complete your Survivors Guide book

## 3 Year Checklist:

- Build your first retirement cash flow model
- Track your spending for 6 months, or a year
- Multiply your estimated spending by 25-30X to get a targeted portfolio value for retirement
- Take advantage of any catch-up provisions in your retirement accounts
- Develop a plan to eliminate 100% of your debt by retirement
- Estimate your Social Security income under various claiming strategies.
- Capture your "large" annual expenses (e.g., real estate taxes), and write down the figures.
- Evaluate Long Term Care insurance or the new Asset Based Care concepts
- Determine how you'll fund every year of your retirement income to avoid Sequence Of Return risk
- Complete your Survivors Guide book

## 2 Year Checklist:

- Find a fun way to track your progress toward your targeted retirement date.
- Schedule a 10-14 day "mini-retirement", and think about what you want your retirement to be.
- Consider living on your projected retirement income for 1-2 years prior to retirement as a "trial run".
- Begin evaluating post-retirement insurance options.
- Consider buying an independent life insurance policy.
- If you're retiring early, figure out how you'll bridge your spending needs to retirement accounts.
- Begin exploring areas which could become your purpose in post-retirement.
- If you're planning on moving for retirement, spend some time in your targeted retirement location.

- If you're relocating, consider buying your retirement home while your income allows you to secure a mortgage.
- Consider setting up a Password Keeper.
- Determine how you'll fund every year of your retirement income to avoid Sequence Of Return risk
- Develop Your Retirement Paycheck
- Complete your Survivors Guide book

### **1 Year Checklist:**

- Put a Countdown App on your phone and track your progress.
- If you'll be moving/downsizing in retirement, determine when you'll sell your primary residence.
- Begin building a Bucket List of things you'd like to do in retirement.
- Ensure all estate planning documents are updated to reflect your retirement life, location, etc.
- Fine-tune 401(k) and IRA to maximize your contributions in your final calendar year of work.
- Determine your Social Security claiming strategy. (Allowing for the pending reduction)
- If you haven't already, start an exercise program to allow you to enjoy your retirement years.
- Start building social networks outside of work.
- Start researching health care options
- Determine if Before-Tax IRA/401(k) rollovers make sense before RMD's at Age 70 1/2.
- Determine if Roths are needed for tax diversification.
- Determine how you'll fund every year of your retirement income to avoid Sequence Of Return risk
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### **6 Month Checklist:**

- Decide when/how you'll notify your employer of your retirement date
- Finalize departure requirements with your employer, and make sure all employment records are in order.
- Establish a personal e-mail, and begin moving subscriptions and online accounts to the new address.
- Begin copying information from your work to personal computer, respecting employer policies.
- Consider getting a HELOC on any property which has substantial equity. It's easier to obtain while you are still employed.
- Begin focusing on your life "outside" of work in preparation for full-time retirement living. (volunteering, hobbies, and other pursuits).
- Consider buying your retirement toys/cars/hobby items now, while you still have a steady paycheck.
- Finalize post-retirement insurance coverages. (set up a system for paying increasing costs).
- Determine how you'll fund every year of your retirement income to avoid Sequence Of Return risk
- **Confirm your retirement paycheck/s**
- Finish completing your Survivors Guide book.

