TABR Capital Management – Year in the Life

	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12
“ON STAGE”	401(k) Plan Investment Allocation Review Read Client Summary, Performance Reports, and Cover Letter Read Monthly Email	Mortgage Refinance (If Necessary) IRA Contribution Reminder Read Monthly Email	Receive Missing Tax Forms Periodic Update Phone Call Read Quarterly Newsletter Read Monthly Email	Read Client Summary, Performance Reports, and Cover Letter Read Monthly Email	Attend Annual Review Meeting Read Monthly Email	Periodic Update Phone Call Read Quarterly Newsletter Read Monthly Email	Read Client Summary, Performance Reports, and Cover Letter Read Monthly Email	Attend Client Video Conference / Webinar Read Monthly Email	Periodic Update Phone Call Read Quarterly Newsletter Read Monthly Email	Social Security Benefits and Claiming Strategy Review Read Client Summary, Performance Reports, and Cover Letter Read Monthly Email	Receive IRA Required Minimum Distributions Attend Lunch Meeting Read Monthly Email	Periodic Update Phone Call Receive Holiday Gift Mailing Read Quarterly Newsletter Read Monthly Email
“BEHIND THE CURTAIN”	Portfolio Review and Rebalancing Analysis Investment Management & Financial Planning Research Certified Financial Planner (CFP) Continuing Education Write / Distribute Monthly Email Create and Distribute Client Summary, Performance Reports, and Cover Letter Review 401(k) Plan Investment Allocations (Throughout Year)	Portfolio Review and Rebalancing Analysis Investment Management & Financial Planning Research CFP Continuing Education Write / Distribute Monthly Email Conduct Admin. Tasks for Clients, e.g. Opening and Closing Accounts, Address Changes, Checkbook Reorders, etc. (Throughout Year) Remind Clients to Contribute to IRA Accounts Track Mortgage Rates and Assist Clients with Refinancing (Throughout Year)	Portfolio Review and Rebalancing Analysis Investment Management & Financial Planning Research CFP Continuing Education Write / Distribute Monthly Email Prepare for Periodic Update Phone Call and Complete Follow-up Tasks Write / Distribute Quarterly Newsletter Send Missing Tax Forms to Clients Review Client Estate Plans (Throughout Year)	Portfolio Review and Rebalancing Analysis Investment Management & Financial Planning Research CFP Continuing Education Write / Distribute Monthly Email Recognize Special Milestones (Throughout Year) Create and Distribute Client Summary, Performance Reports, and Cover Letter Collaborate with Clients’ Other Advisors, e.g. CPAs, Attorneys, etc. (Throughout Year)	Portfolio Review and Rebalancing Analysis Investment Management & Financial Planning Research CFP Continuing Education Write / Distribute Monthly Email Prepare for Annual Review Meeting Complete Follow-up Tasks from Annual Review Meeting Conduct Client Cashiering Operations, e.g. Sending Money Via Wire or Electronic Funds Transfers, Depositing Checks, etc. (Throughout Year)	Portfolio Review and Rebalancing Analysis Investment Management & Financial Planning Research CFP Continuing Education Write / Distribute Monthly Email Write / Distribute Quarterly Newsletter Prepare for Periodic Update Phone Call and Complete Follow-up Tasks Track Client Risk Tolerance (Throughout Year) Manage Client 529 College Savings Plans (Throughout Year)	Portfolio Review and Rebalancing Analysis Investment Management & Financial Planning Research CFP Continuing Education Write / Distribute Monthly Email Create and Distribute Client Summary, Performance Reports, and Cover Letter Review Securities and Exchange Commission (SEC) Rules to Stay in Compliance (Throughout Year) Review Client Insurance Policies (Throughout Year)	Portfolio Review and Rebalancing Analysis Investment Management & Financial Planning Research CFP Continuing Education Write / Distribute Monthly Email Prepare for Client Video Conference/ Webinar Complete Follow-up Tasks from Client Video Conference/ Webinar Answer Client Questions via Phone and Email (Throughout Year)	Portfolio Review and Rebalancing Analysis Investment Management & Financial Planning Research CFP Continuing Education Write / Distribute Monthly Email Write / Distribute Quarterly Newsletter Prepare for Periodic Update Phone Call and Complete Follow-up Tasks Manage Employer 401(k) Plans (Throughout Year) Review Medicare Options with Clients at age 63 and 65 (Throughout Year)	Portfolio Review and Rebalancing Analysis Investment Management & Financial Planning Research CFP Continuing Education Write / Distribute Monthly Email Create and Distribute Client Summary, Performance Reports, and Cover Letter Analyze Client Social Security Options (Throughout Year) Review Client IRA Beneficiaries (Throughout Year)	Portfolio Review and Rebalancing Analysis Investment Management & Financial Planning Research CFP Continuing Education Write / Distribute Monthly Email Holiday Gift Mailing Track Client IRA Required Minimum Distributions Prepare for Client Lunch Meeting Complete Follow-up Tasks from Client Lunch Meeting	Portfolio Review and Rebalancing Analysis Investment Management & Financial Planning Research CFP Continuing Education Write / Distribute Monthly Email Write / Distribute Quarterly Newsletter Prepare for Periodic Update Phone Call and Complete Follow-up Tasks Refer Clients to Other Professionals, e.g. Attorneys, CPAs, etc. (Throughout Year)

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CAPITAL MANAGEMENT LLC