

Investment Management Checklist: Detailed

Review your portfolio at least annually and whenever a significant life event occurs. When you are conducting your annual review, ask the following questions to determine your need to revise your management style, adjust (or rebalance) your investments or get help.

Before using this form:

1. Download and save a copy to your computer or cloud storage.
2. Close the online version and open the copy you saved.
3. Enter your information and save the form.
4. Save again after making changes.

REFLECT			
Item	Yes	No	Action Required
Am I more or less engaged in managing my investments than a year ago?			
Do I know the total amount that my employer and I contributed to my investment accounts last year?			
Am I more knowledgeable about investing and investments than a year ago?			
Has my personal situation changed?			
Are there any upcoming life events that could, or will, change my financial goals?			
Have there been any changes to the types or number of accounts that I own?			
Am I taking advantage of opportunities to get “free money”, e.g., through an employer contribution matching program or the Canadian Education Savings Grant (CESG)?			

REVIEW			
Have any of the following changed?	Yes	No	Action Required
My risk tolerance and risk capacity: The ability to withstand a sudden drop in value of my investments?			
My return expectations, given my personal situation and anticipated market conditions?			
The target asset mix for my retirement assets: The amount of money I invest in growth-orientated investments?			
The timelines or investment objectives for my other “pots of money”, e.g., children’s education savings?			
Special circumstances that cause me to hold a higher concentration of specific assets than suggested by my target asset mix, e.g., participating in a company share ownership program?			
The reasons or objectives for owning my individual investments? For example:			
- Target date funds: Do I still like the “built for me” approach?			
- Individual stocks and bonds: Am I still willing and able to manage them?			
- Company share purchase plan: Am I selling shares every year or holding them long-term for my future retirement?			
My portfolio’s current asset mix: Does it resemble my target asset mix? If not, what changed:			
- Did I add or withdraw money?			
- Did one asset class outperform (or underperform) another?			
The reasons or objectives for owning my different accounts?			
My satisfaction with managing (or not managing) my investment portfolios?			

EVALUATE

Note: If you own investments other than mutual funds, adapt the following questions to suit your situation.

Read your investment statements and ask:	Yes	No	Action Required
Did I make or lose money last year?			
Which investments made or lost money?			
Do I know what caused the gain or loss, general market conditions or reasons specific to the investment?			
Did the stock market go up while my fund/investment went down?			
Did my fund/investment go up while the stock market went down?			
Are there acceptable reasons why my investment performance exceeded or failed to meet expectations?			
Do I understand what I own and why I own these investments?			
Do my investments align with my stated objectives, asset mix and preferred investment method?			
Do I need to change my investment strategy?			
Am I holding excess cash?			
Employer's stock:			
- Is my share ownership strategy reasonable and prudent?			
- Is the percentage held in my portfolio higher or lower than my self-imposed limit?			
Are there any opportunities to consolidate my investment holdings for ease of management?			

EVALUATE (continued)			
Read your investment fund reports and ask:	Yes	No	Action Required
Are there any changes, e.g., to fund objectives, management style or asset allocation percentages?			
Is the performance of my investment funds competitive against benchmarks and similar funds?			
Are my investment fund fees competitive across all accounts, within and outside of my employer's plans?			
Have I compared the fund fees in my employer's plan(s) to the fees I'm paying in my external accounts?			

MONITOR			
Establish what you need to track for tax purposes:	Yes	No	Action Required
Unrealized capital gains or losses of my non-registered assets?			
Employer long-term incentives (LTI) awards and pay outs?			
Tax owing on investment income and taxable capital gains?			
Eligible deductions and expenses and claims?			
After-tax investment return in dollars for each investment owned?			

VERIFY			
Confirm that your records are in good order:	Yes	No	Action Required
Buy-sell confirmations received and filed for non-registered investments?			
Contributions to registered plans received and filed?			
Investment statements checked for errors or unusual items?			
Annual statements reviewed and filed?			

TAKE ACTION

Tip: Use the resources found on the ProsperiGuide website when developing your investment management action plan.

Investments	Yes	No	Action Required
Establish if any investments are to be replaced.			
Investigate alternatives based on suitability, fund performance and fees.			
Establish how much money will be added or withdrawn.			
Identify which investments will be bought or sold.			
Rebalance the portfolio holdings to align the current and target asset mixes.			
Use the Portfolio Rebalancing Considerations questionnaire to figure out how to go about the rebalancing process.			
Redo my investor profile if my situation has changed.			
Revisit my investor profile/target asset mix within five to seven years of retirement.			
Retirement transition: Establish the percentage to hold in cash-equivalent investments to pay for living expenses.			
Accounts and account management	Yes	No	Action Required
Establish if any other changes are needed, e.g., types of accounts held.			
Establish if I want to make changes to my management style.			
Do I need advice from a professional advisor?			
Establish what actions will improve my knowledge or skills in the upcoming year.			