

Your Transition Planning Check List

Begin your interrelated business and personal planning process now!

QUESTIONS TO ASK AND ANSWER

YES NO WILL DO BY:

1. Do You Have Written Goals for the following:
 - Business? _____
 - Personal life? _____
 - Family? _____

 2. Have you prepared a recent will? _____

 3. Do you have key personal insurances in place? _____

 4. Do you have an updated buy-sell agreement? _____

 5. Do you have a power-of-attorney? _____

 6. Do you have a current financial plan? _____

 7. Do you have a current estate plan? _____

 8. Do you have contingency plans for the "Dismal D's"?
 - Disability _____
 - Divorce _____
 - Death _____
 - (Business) Distress _____

 9. Have you completed an internal audit? _____

 10. Have you developed a SWOT analysis? _____

 11. Have you reviewed your organization chart recently? _____

 12. Have you had a business appraisal prepared? _____
- (This is the equivalent of a diagnostic test done before an operation).*
13. Is the business appraisal up to date...< 2 years? _____

 14. Have you decided how to transfer ownership? _____
 - Internally: Family, Partner, Employees
 - Externally: Outside parties such as *individuals, competitors, verticals, and private equity groups*

 15. Are you aware of the options, risks/advantages? _____

 16. Have you established a planned transition date? _____

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17. Have you planned for 'Uncle Sam'? _____

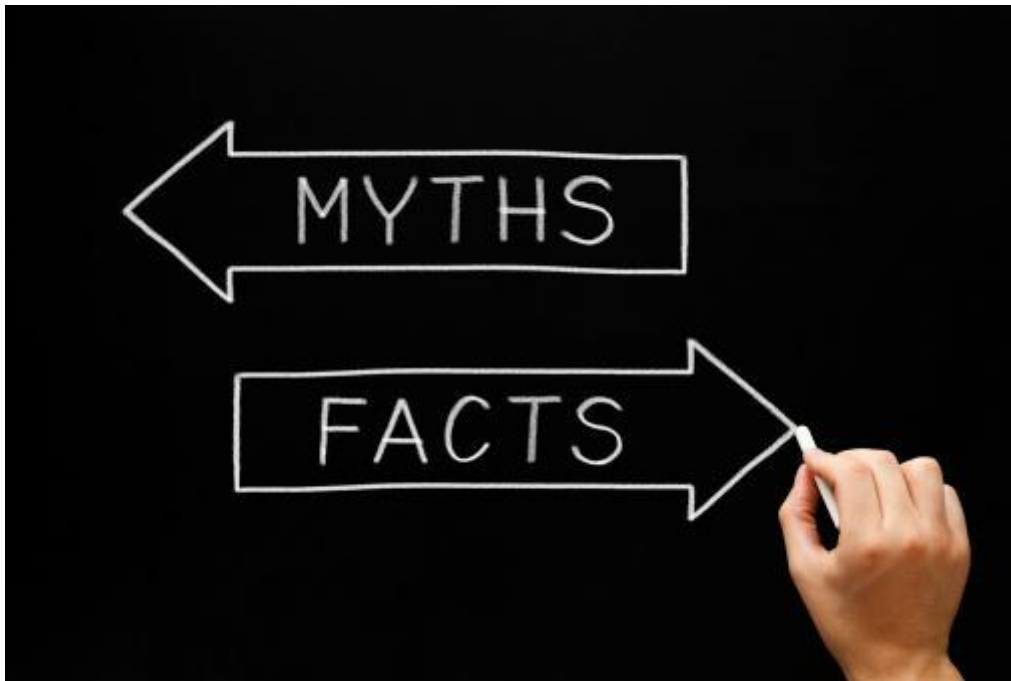
(Our unwanted partner...to eliminate, reduce or postpone taxes)

18. Have you calculated the cash flow required post -ownership transition? _____

19. Have you determined the source of cash flow post -ownership transition? _____

20. Have you discussed these issues and plans with your:

- Spouse _____
- Family _____
- Partner _____



NOW is the right time to assemble your own thoughtful group of ACTIONABLE FACTS so you can develop a set of effective, integrated plans that will achieve optimal results.

Develop your set of effective, integrated plans NOW!