NFP
An Aon Company

Retirement Planning Checklist

Client Snapshot

Use this section to capture meeting context before reviewing planning areas.

CLIENT NAME	ADVISOR
TARGET RETIREMENT DATE	**PREPARED DATE**

How to use this checklist

Guide the retirement readiness conversation, identify planning gaps, and document next steps. The layout is designed to be completed digitally or printed for a client meeting.

01 Review

Discuss each planning section and mark items that are complete or need attention.

02 Prioritize

Capture the client's most important opportunities, risks, and decisions.

03 Follow up

Translate the conversation into clear owners, due dates, and next steps.

Top priorities

Immediate follow-ups

NFP
An Aon Company

Retirement Planning Checklist

Retirement Budget

Understand what your income will be and how it supports your lifestyle in retirement.

- [ ] Identify all expected income sources (Social Security, pensions, investments)
- [ ] Estimate monthly living expenses in retirement
- [ ] Consider one-time or lifestyle expenses (travel, hobbies, home updates)
- [ ] Build an emergency cash reserve

NOTES / NEXT STEPS

Healthcare Planning

Healthcare is one of the largest and most important expenses in retirement.

- [ ] Review Medicare eligibility and enrollment timing
- [ ] Explore coverage options (Supplement vs. Advantage plans)
- [ ] Evaluate prescription drug coverage
- [ ] Estimate potential out-of-pocket healthcare costs
- [ ] Consider how a Health Savings Account (HSA) may be used

NOTES / NEXT STEPS

Planning Areas

Social Security & Retirement Income

The timing of when you begin income sources can have a lasting impact on your retirement plan.

- [ ] Explore when to begin Social Security benefits
- [ ] Coordinate benefits with your spouse or partner (if applicable)
- [ ] Review pension options and payout elections
- [ ] Understand how income sources work together to meet your needs

NOTES / NEXT STEPS

Investment & Withdrawal Strategy

Your investments should help support income while managing risk over time.

- [ ] Review how your investments are currently allocated
- [ ] Confirm your comfort level with market ups and downs
- [ ] Identify which assets may be used for income
- [ ] Discuss how and when funds will be withdrawn
- [ ] Consider how withdrawals may impact taxes over time

NOTES / NEXT STEPS

Planning Areas

Tax Planning Considerations

Different income sources are taxed differently and can impact how long your savings last.

- [ ] Understand how your retirement income may be taxed
- [ ] Review timing of withdrawals from different account types
- [ ] Be aware of required withdrawals (RMDs)
- [ ] Consider strategies to help manage taxes over time

NOTES / NEXT STEPS

Long-Term Care & Protection Planning

Planning ahead can help protect your finances and reduce stress in the future.

- [ ] Consider potential long-term care needs
- [ ] Review any existing coverage
- [ ] Explore available planning options (insurance, savings, hybrid solutions)
- [ ] Review life insurance needs in retirement

NOTES / NEXT STEPS

Planning Areas

Estate & Legacy Planning

Ensure your wishes are clearly documented and your plan is up to date.

- [ ] Review estate planning documents (Will, Trust, Powers of Attorney)
- [ ] Confirm healthcare directives are in place
- [ ] Update beneficiary designations across all accounts
- [ ] Review how assets are titled
- [ ] Identify key contacts (attorney, CPA, financial professional)

NOTES / NEXT STEPS

Lifestyle & Social Planning

A fulfilling retirement includes more than just finances--planning how you'll spend your time matters.

- [ ] Define your ideal retirement lifestyle
- [ ] Identify hobbies, travel, or volunteer opportunities
- [ ] Consider part-time work or consulting (if desired)
- [ ] Evaluate social connections and support networks
- [ ] Discuss shared goals with your spouse or partner

NOTES / NEXT STEPS

Planning Areas

Housing & Location

Your living situation should align with your lifestyle, budget, and long-term needs.

- [ ] Evaluate staying in your current home vs. relocating
- [ ] Consider downsizing or simplifying your living space
- [ ] Review cost of living in your desired location
- [ ] Assess proximity to family, healthcare, and support systems

NOTES / NEXT STEPS

Final Details & Organization

Getting organized can help make your transition into retirement smoother.

- [ ] Consolidate and organize financial accounts
- [ ] Document important contacts and service providers
- [ ] Ensure access to online accounts and records
- [ ] Organize important financial and legal documents
- [ ] Review employer benefits and retirement timing

NOTES / NEXT STEPS

Action Plan

Use this page to summarize follow-up responsibilities and timing.

Priority actions

ACTION ITEM	OWNER	DUE DATE	DONE
			☐
			☐
			☐
			☐
			☐
			☐
			☐

Contact your NFP advisor to discuss:

Advisor

Phone

Email

 This is not intended to provide specific legal, tax or other professional advice. The services of an appropriate professional should be sought regarding your individual situation. This document is for informational purposes only and is not an offer to buy any security or instrument. Advisory services are offered to clients or prospective clients where a registered investment adviser and its representatives are properly licensed or exempt from licensure. No advice may be rendered unless an investment adviser agreement is in place.