

How a Responsible Investor Manages a Portfolio

By Jane Nelson

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▪ A responsible investor should “regularly review your portfolio to ensure that you’re following your own chosen philosophy and that you are on track to reach your financial goals.”

Best idea: Write them down

Responsible Investor?

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1. Identify what you need to do:
 - Philosophy
 - Goals
 - Review
2. How often to do it
3. Schedule when to do it

The Job: Reviewing

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- Enter all investment transactions in investment recordkeeping software or notebook.
- Read through all financial statements you receive
- Reconcile all relevant statements against your accounting records

Monthly

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- Read any quarterly reports you receive
- Update the Stock Selection Guide for any individual stock you own
 - Earnings
 - News

Quarterly

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Make your own annual report for your portfolio

- Diversification
- Return for the whole portfolio
- Return for individual entities

Annually

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- Compare portfolio returns to goals from last year
- Set financial goals for the year ahead
- Make a plan

Annually
(cont.)

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- Read annual reports for all portfolio holdings
- Attend stockholder meetings OR Vote your proxy

Annually
(cont.)

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- Prepare for tax season
- Archive previous year's financial statements after tax preparation

KEEP: All transaction & dividend reports
--Annual statements from all investment entities

Annually
(cont.)

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- Source:
“Introduction to Successful Investing Handbook” from BI
Educational Series

Questions?

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Thank You

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