

## Case Presentation Instructions

Each member of the **Registered Life Planner**® Mentorship Program will have the opportunity to provide at least one client case for review and commentary by their peers. Follow these instructions to prepare a client case presentation.

### **To Start**

When thinking of someone to write your case about, please choose someone (client or center of influence) that you will be able to have at least three separate meetings with, one each for Exploration, Visions, and Obstacles. You can choose an individual or a couple to work with. If you choose an existing client, please be sure to have an Exploration meeting the way you were taught during EVOKE® course even though you know them well already.

Download the “Case Presentation Template” and save a copy. Complete each section of the document to detail your client’s case. Cases are primarily about the first three stages of the EVOKE® process and should not exceed 3,300 words. When writing, be specific and factual. Avoid speculating, adding extraneous comments, and using industry jargon. We suggest that you write up each section of the case as you have the meetings rather than waiting until you are at the end of the series!

### **Presenter Name**

This is the name of the person presenting the case.

### **Executive Summary**

Provide an engaging overview (multiple paragraphs) of who the clients are and what your relationship with them has been. This will help your mentorship peers understand the major issues are that your clients are confronting. Include all or as much as is known of the following items. *Hint: Use the check boxes to mark that the topic was included in the summary.*

- |   |  |
|---|--|
| <input type="checkbox"/> Client Names (Pseudonyms)  | <input type="checkbox"/> Fee Charged   |
| <input type="checkbox"/> Age/s  | <input type="checkbox"/> Length of Agreement   |
| <input type="checkbox"/> Gender   | <input type="checkbox"/> Scope of Agreement (i.e. develop plan, on-going, etc.)?   |
| <input type="checkbox"/> Marital Status   | <input type="checkbox"/> Liabilities \$  |
| <input type="checkbox"/> How did you meet them?   | <input type="checkbox"/> Pertinent info on liabilities   |
| <input type="checkbox"/> Why did they come to you? (existing? length of relationship, etc.) | <input type="checkbox"/> Income vs. Expenses (i.e. net surplus, overspending – provide annual \$ amount if possible.) \$ |
| <input type="checkbox"/> Work (Status & Occupation)   | <input type="checkbox"/> Insurance in order?   |
| <input type="checkbox"/> Children (Names (Pseudonyms), if pertinent, and Ages)              | <input type="checkbox"/> Estate planning in order/updated?   |
| <input type="checkbox"/> Health Status  | <input type="checkbox"/> Have you done a financial plan for them before? When last updated?                              |
| <input type="checkbox"/> Net Worth \$   | <input type="checkbox"/> Tinder for Torch?   |
| <input type="checkbox"/> Investable Net Worth (excl. real estate/businesses) \$             | <input type="checkbox"/> If Torch is lit, share a brief synopsis.  |
| <input type="checkbox"/> Annual Income \$ (Pension? Soc. Sec. \$ Alimony \$)                | <input type="checkbox"/> What Obstacles exist? (If not discussed, speculate on O’  |
| <input type="checkbox"/> Other Income info  |  |
| <input type="checkbox"/> Risk Tolerance (for each)  |  |

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## **Meeting-by-Meeting Summary**

Every meeting should have its own capsule report. These can be one or a few paragraphs each and should give a clear picture of how you used the EVOKE® process and how it played out. Include the responses to the following prompts in each of your summaries and address any additional prompts related to the specific meeting indicated. *Hint: Use the check boxes to mark that the topic was included in the summary.*

- How did you create the container?
- At what times were you aware of strong emotions in yourself and/or your client/s?
- Describe the feelings and body language you observed in each client and yourself
- Note specific pauses or gutturals that worked well and what happened because of them
- What was covered in the meeting and what 'homework assignments' (if any) did you give?
- Were there any 'awkward' moments (e.g., clients arguing, Torch 'soggy', you confused) and how did you handle it?
- How did you set up and deliver the Torch? What was the client's reaction?
- What else was noteworthy?

## Meeting One; Exploration

### **Inspirational Exercises: Exploration -> Vision**

Type each client's response to the Three Questions and Heart's Core Grid.

## Meeting Two; Vision

### **TORCH STATEMENT:**

- What is the client's **Torch Statement**?
- Have you lit the Torch? How do you know?
- Where is tinder to light the Torch?
- If the Torch has not been lit (e.g., is "soggy"), how would you strengthen it?

### **Inspirational Exercises: Vision -> Obstacles**

Type each client's response to the Ideal/Current Day/Week/Year.

## Meeting Three; Obstacles

### **EVOKE SUMMARY:**

- What phase are you in with the clients?
- What more needs to be done to complete EVOKE? What plans do you have? (Include timelines if known.)

### **Inspirational Exercise: Obstacles -> Knowledge**

Type each client's response to the Goals for Life.

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## **Seven Stages Analysis\***

Comment briefly on where the client is in relation to each stage of the Seven Stages of Money Maturity. Give evidence or describe what you can see in retrospect. *We focus on Seven Stages to sensitize Mentees to how these factors hinder or energize EVOKE. Most of the time, when you see an Innocent Belief, Pain, or Vigor drain, you can use that awareness later, during Obstacles. Additionally, use factors such as where Vigor is present and where client has Understanding (Equanimity), as strengths and resources to use in Obstacles and Execution.*

- INNOCENCE our beliefs around money (and our life plan goals), which are inevitably partial and incomplete.
- PAIN our difficult feelings around money (and life plan-related goals).
- KNOWLEDGE the practical skills needed to accomplish our financial goals (and other goals related to the life plan).
- UNDERSTANDING Developing ease in midst of experiencing/discussing difficult feelings around money (and around goals related to life plan). (Does NOT refer to cognitive “getting it”.) Better to think of “Understanding” as “**equanimity**”.
- VIGOR energy and enthusiasm to accomplish financial goals, and other goals related to the life plan.
- VISION seeing what needs to be done in community and having the skills to take sustained visionary action to accomplish it.
- ALOHA the passing of a blessing from one person to another, without regard to economic difference.

## **Your Inner Response to Client**

- Overall Response? (Do you identify with them, judge them, get hooked in to some emotional entanglement with them or distracted by your own issues that case is bringing up?)
- Parallels in your life? See parallels in your life or in others’ lives that might be influencing your reactions and keeping you from being able to see and serve your client as they truly are?
- How do you feel re: this client? About this life planning engagement? (Inspired, frustrated, committed, elated, indifferent, etc.)
- Where are you stuck?

## **General Concluding Observations**

Reflect on overall case if you have points that you have not covered anywhere above.

## **Questions for Group**

This is very important because it

- a) Trains your mind to stretch for increased mastery
- b) Elicits answers that inform your handling of this life planning case
- c) Stretches your fellow Mentees. What do you need to learn or reflect further in order to increase your mastery of the EVOKE process or Seven Stages? Challenge yourself to come up with three or four substantive questions.

## **Your Lessons Learned**

Tell us your A-ha’s, insights, teachable moments in doing the case, discussing with Mentor (if you did), and preparing draft and revising it per Mentor review)