RETIREMENT FASTLANE

FREE PRINTABLE WORKSHEETS

The Executive's Retirement Playbook

Turn Stock Options, RSUs, and Deferred Compensation into a Secure Retirement

Daniel Larsen, CFA

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These worksheets come from *The Executive's Retirement Playbook* by Daniel Larsen, CFA, part of the Retirement Fastlane series. Print as many copies as you like for your own personal, non-commercial use. Fill them out in pencil and update them as your plans change.

For educational purposes only; not individualized investment, tax, legal, or insurance advice. Examples and figures follow the book (2027 figures as of November 18, 2026). See the Important Disclaimer in the book before relying on anything here.

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Worksheet A: My Balance Sheet and Secure Net Worth

Use with Chapter 1.

Asset	Value	Depends on employer? (Y/N)
Company stock held outright		
Company stock in 401(k)		
Vested, unexercised options (in-the-money value)		
Unvested RSUs and performance shares		
Unvested options		
Deferred compensation balance		
SERP or executive pension (estimated value)		
401(k) and IRAs (excluding company stock)		
Roth accounts		
HSA		
Taxable investments (excluding company stock)		
Cash		
Home equity and other assets		
Total net worth		
Secure net worth (assets marked N)		

Asset	Value	Depends on employer? (Y/N)
Desired retirement spending per year		
Secure investments × 4%		

Worksheet B: Compensation Map

Use with Chapter 2.

Component	Grant date	Amount / shares	Vesting or payout dates	If I leave	If I retire	If company is acquired
Salary						
Annual bonus						
RSUs						
Performance shares						
NQSOs						
ISOs						
ESPP						
Deferred compensation						
SERP						

My plan's definition of retirement: _____

Date I'll meet it: _____

Worksheet C: Stock Option Inventory

Use with Chapters 3 and 4.

Grant	Type (ISO/NQSO)	Shares	Exercise price	Current price	Spread	Expiration date	Exercise plan

RSU withholding rate: _____% My expected marginal rate: _____%

Estimated additional tax due from under-withholding: $_____

ISO exercise amount before AMT (estimate with CPA): $_____

Worksheet D: Diversification Plan

Use with Chapter 5.

Item	Amount
Total company stock (all accounts)	
Company stock as % of net worth	
Target maximum company stock	
Amount to diversify	
Required ownership under company guidelines	
Average cost basis	
Estimated tax on sale	

Year	Shares or amount to sell	Method (sale, gift, DAF, exchange fund, other)	Estimated tax

Trading windows and 10b5-1 plan dates: _____

Worksheet E: Deferred Compensation and SERP Payouts

Use with Chapter 6.

Plan / deferral year	Balance	Payout trigger	Form (lump sum / installments)	Start date	Annual amount	Change deadline

Total deferred compensation as % of net worth: _____%

Company financial strength (credit rating, outlook): _____

Worksheet F: Qualified Plans and Savings

Use with Chapter 7.

Account	2027 limit	My contribution	Employer contribution	Pre-tax / Roth / after-tax
401(k) deferral	$25,500			
Catch-up (50+; $11,750 at 60–63)	$8,500			
After-tax (mega backdoor)	up to $75,000 total			
HSA	$4,500 / $9,000 + $1,000 (55+)			
Backdoor Roth IRA	$7,500 + $1,100 (50+)			
Deferred compensation	Plan limit			

Company stock in 401(k): value $_____ basis $_____ NUA candidate? _____

Worksheet G: Departure Checklist

Use with Chapter 8.

Item	Status / notes
☐ Target departure date chosen	
☐ Vesting dates checked	
☐ Retirement eligibility confirmed	
☐ Bonus payment rules confirmed	
☐ Option exercise windows after departure	
☐ ESPP offering period	
☐ Deferred compensation start dates (six-month delay?)	
☐ SERP / pension elections	
☐ 401(k) and NUA decision	
☐ Health coverage until Medicare	
☐ Life and disability coverage conversion	
☐ Non-compete and other restrictions reviewed	
☐ Severance agreement reviewed by attorney	
☐ Change-in-control agreement reviewed	
☐ Company devices and contacts	

Worksheet H: Year-by-Year Tax Map

Use with Chapter 9.

Year	My age	Spouse age	Earned income	Equity and deferred comp	SS / pension	Other income	Est. bracket	Strategy

Estimated payments needed this year: $_____ Safe harbor (100% / 110% of last year's tax): $_____

Worksheet I: Health Care and Insurance

Use with Chapter 10.

Coverage	Current	After I leave	Decision
Health (me)			
Health (spouse)			
Medicare start dates			
Expected IRMAA tier			
Life insurance			
Disability insurance			
Umbrella liability			
Long-term care plan			

Worksheet J: Post-Career Paycheck

Use with Chapter 11.

Ages	Deferred comp / SERP	Pension	Social Security (me)	Social Security (spouse)	Portfolio withdrawals	Other	Total	Spending goal

Cash reserve target (1–2 years of withdrawals): $_____

Worksheet K: Giving and Legacy

Use with Chapter 12.

Item	Notes
Will / trust last updated	
Powers of attorney last updated	
Beneficiaries reviewed (401(k), IRA, deferred comp, insurance)	
Estimated estate value	
Federal / state estate tax exposure	
Annual gifts planned	
Appreciated stock to donate	
Donor-advised fund	
QCDs after 70½	
Conversation with heirs planned	

Worksheet L: Annual Executive Review

Use every year.

Question	This year
Secure net worth vs. last year	
Company stock as % of net worth	
Options expiring in next 3 years	
Deferral elections due	
Withholding adequate?	
Roth conversion opportunity?	
IRMAA tier	
Insurance changes needed	
Estate documents current?	
Retirement date still on track?	