

Investment Policy Statement

ONE PAGE. 45 MINUTES.

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NAME: _____ DATE: _____ BROKERAGE: _____ PORTFOLIO VALUE: \$ _____

1 TARGET ASSET ALLOCATION

5 min

Equity (stocks/stock ETFs): _____ % Target: _____ %
Fixed Income (bonds/bond ETFs): _____ % Target: _____ %
Cash / Money Market: _____ % Target: _____ %
Other (REITs, alternatives): _____ % Target: _____ %

Total must equal 100%. Record CURRENT allocation next to TARGET.

2 REBALANCING TRIGGER BANDS

10 min

Drift threshold: _____ % (recommended: 5%)
Rebalance deadline: within _____ business days of trigger
Method: Sell high / buy low New contributions only

Rule: If any asset class drifts more than [threshold] from target → rebalance.

3 DRAWDOWN RESPONSE PROTOCOL

10 min

At 10% drop from peak: Action: _____
At 15% drop from peak: Action: _____
At 20% drop from peak: Action: _____
At 30% drop from peak: Action: _____

Write the action BEFORE the drop happens. No exceptions during execution.

4 REVIEW CADENCE + EMOTIONAL OVERRIDE

20 min

Annual review date: Every _____ (month/day)
Event trigger: Review after: Job change Marriage ±\$20K income _____
48-HOUR RULE: NO portfolio trades within 48 hours of a market headline.

The 48-hour rule is the single most effective line in this document.

5 BENCHMARK + SIGN

< 1 min

Performance benchmark: Total US Market (VTI) S&P 500 60/40 blend _____
Review frequency: Annually Semi-annually

Signature _____

Date _____

WITHOUT THIS DOCUMENT:

1.50% annual behavioral drag × 30 years =

\$394,246 gap

Source: Vanguard Advisor's Alpha, Kinniry et al. (2022). \$150,000 portfolio, 7.00% gross return.