THE FIRST TIME INVESTOR'S WORKBOOK

A Hands-On Guide to Implementing a Successful Investment Plan

Joe John Duran, CFA with Larry Chambers

McGraw-Hill

New York Chicago San Francisco Lisbon London Madrid Mexico City Milan New Delhi San Juan Seoul Singapore Sydney Toronto

CONTENTS

Foreword vii Acknowledgments ix

INTRODUCTION

What Will This Workbook Accomplish for You?1How to Use This Workbook2How This Workbook Is Organized3Special Features of This Workbook4

1

SECTION ONE—GETTING STARTED 5

7

The Investment Policy Statement (IPS) The Financial Success Diet 10 Mental Accounting 11 What Lifestyle Stage Are You In? 12 How Much Money Will You Need? 17 What Kind of Investor Are You? 19 The Five Personalities 20 24 The Lifeboat Drill **Recognizing Your Constraints** 30 What Is Your Time Horizon? 30 Liquidity 31 Tax Rates 32 Legal Considerations 34 **Unique Circumstances** 35 Recap 36

SECTION TWO—THE RULES OF THE GAME 37

The Rules37The Six Concepts41

Concept One: The Importance of Asset Allocation 42 Concept Two: Understanding Diversification 44 Concept Three: Combining Dissimilar Investments 46 Concept Four: Adding Time to Your Investment Program 47 Concept Five: The Magic of Compounding 50 Concept Six: Understanding Asset-Class Investing 52 How to Invest in These Asset Classes 57 Understanding the Vehicles-Mutual Funds 58 Understanding Your Instruction Manual—The Prospectus 63 Other Things You Should Know about Mutual Funds 65 How Do the Various Mutual Fund Parties Work Together? 68 Major Types of Mutual Funds 69 75 How to Read Newspaper Mutual Fund Tables What If You've Bought a Bad Fund? 76 **Exchange Traded Funds** 77 80 Individually Managed Accounts Investing Directly in Stocks 82 **Understanding Fixed Income Securities** 85 Investing Directly in Bonds 86 Investment Vehicles That Are Sheltered from Tax 90 **Retirement Plan Vehicles** 98 Concepts That Are Least Effective 100

SECTION THREE—APPLYING A DISCIPLINED STRATEGY 105

Completing Your Investment Policy Statement 105 What's a Reasonable Growth Rate of Return? 106 The Impact of Taxes 108 What Investments Are Appropriate? 110 Should You Do It Yourself or Work with an Advisor? 117 Questions to Ask an Advisor 119 Selecting a Financial Advisor 120 How Do Advisors Get Paid? 124 Doing It Yourself 126 Conclusion 132 Glossary 133 Index 151

FOREWORD

Over the course of my 35-year career in the financial services industry, I have witnessed the coming and going of many different investment trends. Often accompanied with promises of how they will make you more money or take away all the risk, these trends are always accompanied with the promise that *it'll be different this time*.

No one has found a risk-free way to make more money—nor will they. There are eternal truths to investing that will never change and the most important one is that the better prepared you are as an investor, the better you will fare.

Every investor has a constant tug-of-war between two key emotions: fear and greed. Both are very destructive to an investor. Being prepared—by that I mean being educated and having a plan—is the only way I know to help keep these dueling emotions at bay.

In this book you have a very sophisticated tool, one that will help you to be a better investor no matter what type of person you are. Joe has taken some of the complex investment methodologies used by financial professionals and academics and created a practical, easy-to-follow guide for all investors seeking to increase control of their financial futures.

The simplicity with which it reads belies the fact that it is giving you the most important truths to investing.

The end result is that, if you follow the steps outlined in this book, you will be preparing yourself for success—setting a course, mapping it out, and preparing for the road ahead. I know of no other way to succeed.

Robert W. Doede, Ph.D. Chairman of the Board Centurion Capital Group, Inc.

ACKNOWLEDGMENTS

Thanks to Jennifer, and to my whole family for their support, and to all the friends and acquaintances who have shared their insights and wisdom with me.

Also, a special note of thanks to Larry for all of his assistance in putting this book together, and to the research team at CCM for assembling so much of the data.

Joe John Duran