Portfolio review worksheet

Keep values, target weights, cash flows and your reason for acting or waiting in one dated record. This sheet does not calculate or execute trades.

Observation date, data sources and holdings coverage

Current asset values and total portfolio value

Target weights and the written policy they come from

New contributions or withdrawals to include in the comparison

Current weights, target differences and remaining drift after new cash

Trading costs, local tax questions, liquidity and other constraints

Decision to act or wait, supporting evidence and next review date

Current weight = asset value / total portfolio value. Add or subtract external cash before recalculating weights. A target is an assumption, not a universal recommendation.