THE BIGGEST MISTAKES WE MAKE IN LIFE ARE THE ONES WE DO NOT KNOW WE ARE MAKING.

DO'S

- Invest enough each year in a 401(k) to get the max company match.
- Sign up for a Roth 401(k) if offered rather than a Traditional 401(k).
- Contribute to a Roth IRA rather than a Traditional IRA if your income allows.
- Know you can contribute to both a Roth 401(k) as well as a Roth IRA. (There are income limits on direct Roth IRA contributions.)
- Consider a backdoor Roth contribution: If your income is above the Roth IRA limits, open a traditional non-deductible IRA and then convert it to a Roth IRA.
- Make sure all the beneficiary designations for your retirement accounts are up-to-date.
- Start saving for retirement ASAP. The earlier, the better off you will be because of the power of compounding: Small investments made today have time to grow into large investments by your retirement date.
- Consider a direct rollover when you leave a job: You can move your 401(k) to a rollover IRA account at a discount brokerage.
- Seek out the least-expensive fund options in your 401(k). Typically index funds have the lowest annual expense ratios.

DON'TS

- Never take a loan from a 401(k) plan.
- Never make your revocable living trust the primary beneficiary of your retirement accounts if you are married. Your spouse should be the primary beneficiary and your trust should be your secondary beneficiary.
- Never name a minor child as a beneficiary of a retirement account. Minors cannot inherit money. Use a trust.
- Never have retirement funds in a 401(k) that you are rolling over to an IRA rollover sent to you directly. Choose a Direct rollover: the money is sent directly from the 401(k) to your new IRA account.
- Never invest more than 10% of your money in your company's stock, or any individual stock.
- Never miss an annual required minimum distribution. There is a 50% penalty if you fail to take a RMD.