

Form ADV Part 3: *Relationship Summary - Work Optional, Inc.*

Introduction

Work Optional, Inc. is an Investment Adviser registered with the U.S. Securities and Exchange Commission. We offer our clients investment advisory services. Clients should understand that the services we provide and fees we charge are different than those of a broker-dealer, and that it is important to understand the difference between the two.

What Investment Services and Advice Can You Provide Me?

Description of Services: We offer investment advisory services to retail investors. Our investment advisory services include: Asset Management Services.

Asset Management Services: Work Optional provides asset management services which involves us managing and trading your designated account(s). Work Optional will discuss your investment goals and design a strategy to try and achieve your investment goals. Work Optional will continuously monitor your account when providing asset management services and contact you at least annually to discuss your portfolio. For more information please see **Item 4** of our **Form ADV Part 2A**. When providing asset management services you can choose whether you'd like us to provide services on a **discretionary** basis (we will have the authority to determine the type and amount of securities to be bought or sold in your account) or a **non-discretionary basis** (we will have to confirm any trades in your account with you before we place them). For more information please see **Item 16** of our **Form ADV Part 2A**.

Work Optional Coaching Consultation Services: We also provide financial consulting services. The Work Optional Coaching consulting services program that initially involves three meetings. Consulting services automatically continue after the third meeting on an annual retainer basis based on your individual needs. Please see **Item 4** of our **Form ADV Part 2A**.

Retirement Plan Services: We offer retirement plan services to retirement plan sponsors.

Retirement Plan Participant Advice: If your retirement plan utilizes our Retirement Plan Participant Advice Service, we are available at your request to provide one-on-one advice to you as a retirement plan participant regarding your investment options under the plan. Please see **Item 4** of our **Form ADV Part 2A**.

Limited Investment Offerings: We do not primarily recommend one type of security to clients. Instead, we recommend any product that may be suitable for each client relative to that client's specific circumstances and needs. However, we are limited in investment selection in that we can only invest your account in securities which are available on your custodian/broker-dealer's platform. When providing you services, we do not recommend or offer advice on any proprietary products.

Account & Fee Minimums: There are no minimum investment amounts or conditions required for establishing an account managed by Work Optional. The minimum hourly fee generally charged for consulting services is \$500. The minimum fixed fee generally charged for consulting services is \$1,500.

Conversation Starters: *Given my financial situation, should I choose an investment advisory service? Why or why not? How will you choose investments to recommend to me? What is your relevant experience, including your licenses, education and other qualifications? What do these qualifications mean?*

What Fees Will I Pay?

Description of Principal Fees & Costs: Fees charged for our asset management services are charged based on a percentage of assets under management, billed in advance on a monthly basis, and calculated based on the average daily balance of your account during the previous billing period. The annual fee for asset management services will be based upon a fee schedule which ranges between 0.25% and 1.75%. Because our fee is based upon the value of your account we have an incentive to recommend that you increase the level of assets in your account. For more information about the fees we will charge you please see **Item 5** of our **Form ADV Part 2A**. When engaging us for asset management services you will also incur other fees and expenses. The broker-dealer/custodian on your account will charge you transaction fees for executing trades in your account. You may also be charged management fees by the funds we invest in, within your account. For more details on the other fees and expenses you may incur please see **Item 5** of our **Form ADV Part 2A**.

Work Optional provides financial consulting services under an hourly fee arrangement. An hourly fee of up to \$500 per hour is charged by Work Optional for consulting services under this arrangement. Work Optional also provides financial consulting services under a fixed fee arrangement. The minimum fixed fee is generally \$1,500, and the maximum fixed fee is generally \$20,000 (but may be higher for more complex circumstances). You will pay in advance a mutually agreed upon retainer that will be available for Work Optional to bill hourly fees against for our financial planning services. We will bill our financial planning fees to you on a monthly basis.

Fees for Retirement Plan Services to both plan sponsors and plan participants can be charged as a percentage of assets or a flat fee. Retirement plan sponsors may elect to pay all or a portion of fees for the individualized services provided by us to the plan participants. If paid as a percentage of assets, the maximum fee is 1.75% annually the maximum fixed fee is generally no more than \$5000. For plan sponsors, the fee is negotiable based upon the complexity of the plan, the size of the plan assets, the actual services requested and the representative providing the services. For plan participants, the fee is negotiable based upon the actual services requested and the complexity of the participant's situation.

Additional Information: You will pay fees and costs whether you make or lose money on your investments. Fees and costs will reduce any amount of money you make on your investments over time. Please make sure you understand what fees and costs you are paying. Please see **Item 5** of our **Form ADV Part 2A**.

Conversation Starters: *Help me understand how these fees and costs might affect my investments. If I give you \$10,000 to invest, how much will go to fees and costs, and how much will be invested for me?*

What Are Your Legal Obligations to Me When Acting as My Investment Adviser? How Else Does Your Firm Make Money and What Conflicts of Interest Do You Have?

Standard of Conduct: When we act as your investment adviser, we have to act in your best interest and not put our interest ahead of yours. At the same time, the way we make money creates some conflicts with your interests. You should understand and ask us about these conflicts because they can affect the investment advice we provide you.

The following are examples to help you understand what this means: To the extent we recommend you roll over your account from a current retirement plan to an individual retirement account ("IRA") managed by us and subject to our asset-based investment advisory fees, this is a conflict of interest because we have a financial incentive to recommend that you move your IRA to us even if it is not in your best interest. For more information about this conflict and our procedures to mitigate the conflict, see **Item 4** of our **Form ADV Part 2A**. When we provide asset management services, we will ask that you establish an account with Fidelity Institutional Wealth Services to maintain custody of your assets and to effect trades for your account. Our recommendation to use Fidelity Institutional Wealth Services is not based solely on your interest of receiving the best execution possible. We also recommend Fidelity Institutional Wealth Services because they provide us with research, products and tools that help us manage and further develop our business operations. As a result, we do not have to pay for such benefits, which save us money; however, these arrangements create a conflict of interest. See **Item 12** of our **Form ADV Part 2A** for more information about our arrangements with Fidelity Institutional Wealth Services. We actively manage our own personal accounts while at the same time managing your accounts and other client accounts. This creates different conflicts of interest for which we have developed procedures to mitigate and control for those conflicts. For more information see **Item 11** of **Form ADV Part 2A**.

Additional Information: For more information about our conflicts of interests and the ways we are compensated please see **Item 5** and **Item 10** of our **Form ADV Part 2A**.

Conversation Starters: *How might your conflicts of interest affect me, and how will you address them?*

How Do Your Financial Professionals Make Money?

Description of Salary/Payment of IARs: We compensate our investment adviser representatives based on the level of assets that they bring in to Work Optional. This creates a conflict of interest as it gives your representative an incentive to recommend you invest more in your account with us due to the potential for increased payments.

Do You or Your Financial Professionals Have Legal or Disciplinary History?

Neither us, nor our investment adviser representatives have a legal or disciplinary history to report. You can look up more information about us and our investment adviser representatives at <https://www.investor.gov/CRS>.

Conversation Starter: *As a financial professional, do you have any disciplinary history? For what type of conduct?*

Additional Information about Work Optional

Additional information about us and a copy of this relationship summary are available on the Internet at www.workoptional.com. You can also find our disclosure brochures and other information about us at <https://adviserinfo.sec.gov/firm/summary/143430>. If you have any questions or want an up-to-date copy of this relationship summary, we can be reached by phone at (952) 475-7000.

Conversation Starter: *Who is my primary contact person? Is he or she a representative of an investment adviser or a broker-dealer? Who can I talk to if I have concerns about how this person is treating me?*