## Basic Data

| Company | Symbol/Market | Current Price | Date |
| :--- | :--- | :--- | :--- |
| Pre-Tax Profit on Sales | ROE | Debt/Equity | Last 4Q EPS |
| Upside/Downside Ratio | PE | 5 yr Ave EPS | RV |

## Signs of Change

| Consideration | Good | Bad | Comments/Notes |
| :--- | :---: | :---: | :---: |
| Is there a declining growth rates for sales and/or earnings? These <br> almost always lead to declining Price to Earnings (P/E) ratios and lower <br> market prices. A gradually-declining growth rate for sales and earnings may <br> be the result of a company transforming from a high growth to a maturing <br> company. Watch the research and development spending rate and the <br> company's introduction of new products and services. These can affect the <br> company's future growth rate. | No | Yes |  |
| Has there been a management change? If old management was good <br> (e.g., Iacoca), it will take 3 years for new management to screw it up, if at all; <br> likewise, if good management replaces bad, it will take them 3 years to turn it <br> around. |  |  |  |
| Is the dividend payout ratio is too high (above 50\%, except for special <br> situations like utilities) and/or the percent earned on equity is too low? (Look <br> for negative changes too.) | No | Yes |  |

Fundamentals

| Consideration | Good | Bad | Comments/Notes |
| :--- | :---: | :---: | :---: |
| Are the profit margins declining? Declining profit margins are <br> probably the best indicator of a downturn. | No | Yes |  |
| Is the company's financial condition is deteriorating? Watch the <br> amount of debt taken on and whether the company can meet payments if the <br> economy slows. | No | Yes |  |
| Are fundamentals good? Do not sell because of a paper loss if the <br> company fundamentals are good. | Yes | No |  |
| Is growth is satisfactory? It is very difficult to achieve bottom line <br> (earnings) growth without top line (sales) growth. Use PERT and the SSG <br> graph to judge this growth. | Yes | No |  |
| Is this a growth stock? Do not sell just because the price has not moved. <br> Growth stocks often grow in spurts. | Yes | No |  |
| Are profit margins eroding? Use PERT to check the Pre-tax Income <br> growth and the growth as a percent of sales. | No | Yes |  |
| Are fundamentals good? If quarterly earnings lag expectation by a few <br> cents and fundamentals are good ignore the panic selling but check the <br> reason. If they are profitable with good fundamentals, you may want to <br> consider buying more. | Yes | No |  |
| Is the stock is grossly overpriced? Use the SSG to check the P/E ratio <br> against the 5-year average, using a 12 month leading P/E. If the P/E is one <br> and a half times the average, and the upside-downside ratio is less than 1, it is <br> time to consider selling. Consider selling if the PE rises to 1.5 times the 5 <br> year average. Sell if the PE ratio is too high unless for a quality company, <br> e.g., Coco Cola. If contemplating selling consider taxes and sell/buy <br> commissions. Use Challenge Tree. (STB SA has an excellent one) | No | Yes |  |

Fundamentals (continued)

| Consideration | Good | Bad | Comments/Notes |
| :--- | :---: | :---: | :---: |
| If the earnings are going up and the profit margins are trending <br> down, a decline will probably follow within a few years; follow closely. | No | Yes |  |
| Is the stock price declining for no apparent reason? Institutional <br> investors may know something you don't know. You can see the price history <br> graphically if you have filled in the PMG stock prices several times a year. | No | Yes |  |
| Is this a quality stock? In a Bear or Bull market it is the quality stocks <br> that are the first to recover from the bear and the last to go down at the top of <br> a bull run. | Yes | No |  |
| Is growth satisfactory? The management's competence is under question. <br> Examine PERT to note the growth in the various categories. | Yes | No |  |

Management and Market Considerations

| Consideration | Good | Bad | Comments/Notes |
| :--- | :---: | :---: | :---: |
| Does this company have a good product mix? Do not buy a company <br> that just has a single product. | Yes | No |  |
| Does this company contribute to our diversification? To balance <br> your portfolio. Avoid overweighting by company size, industry, or company. | Yes | No | No |
| Is the investment climate for the company or the industry <br> deteriorating and no improvement is seen on the horizon? | Yes |  |  |
| Are insiders selling? Watch insider information if stock is declining in a <br> rising market. | No | Yes |  |
| Is institutional ownership reasonable? Do not buy if institutional <br> ownership is greater than 65\%. Volatility is usually caused by institutional <br> trades. | Yes | No |  |
| Is this stock in a competitive market? Watch highly competitive <br> markets, e.g., TVs, computers. | No | Yes |  |
| Is this a cyclical stock with a high PE? Metals, autos, and retails are <br> most cyclical. Buy when PE ratios are high and sell when PE ratios are low. <br> The SSG process is best with growth stocks; poor with cyclicals. | Yes | No |  |
| Are we considering selling short? Leave selling short to the <br> professionals. | No | Yes |  |

## Wrong reasons for selling

1. Selling because the price hasn't moved
2. Selling because of a Paper Loss or a Paper Profit
3. Selling because of Temporary Bad News
4. Selling just to Take Action
5. If you've kept a stock while it plummeted, don't sell it when it has fallen so far that any remaining downside risk is minimal compared to its upside potential
6. Selling by using Price Targets, eg: automatically selling when stock has doubled or when it has dropped by a certain percentage

- Any drop in price should flag the stock for further analysis; it should not, however, cause an automatic sell ...understand why things happen
- If a stock has doubled, hold it to triple or quadruple


## Wrong reasons for NOT selling

1. You're emotionally attached to a company
2. You hate to admit that you made a mistake
3. You hate to take a loss, and you want to wait until the price rises back to the purchase price
4. You don't know how to take advantage of a loss for tax purposes

## Conclusion

- Selling, like buying, is not an easy decision
- You must look at the whole picture, not just at one or two numbers
- If 4 out of 5 selling decisions are correct, you should do well

