Withdrawal Option 1: The 4% Rule

First Year

Retirement Savings at Retirement	____________	(Total of all retirement accounts, tax-preferred and taxable)
Withdrawal Rate	____________	(4%, or 4.5% if holding both large- and small-cap stocks)
Withdrawal Amount	____________	(Withdrawal rate × retirement savings)
Required Minimum Distribution (RMD)	____________	(Total for all applicable accounts for current year)
Amount (Below)/Above RMD	____________	(Withdrawal from RMD accounts – RMD)

(If below, add excess RMDs to taxable accounts; if above, take planned withdrawal needed for living expenses)

Subsequent Years

Current Year Withdrawal	____________	(Inflation-adjusted based on first year withdrawal)
Annual Inflation Adjustment	____________	(Percent figure based on inflation)
Next Year's Withdrawal	____________	[Current year × (1 + inflation adjustment)]
Withdrawal From Non-RMD Accounts	____________	(Total from Roth IRAs, taxable accounts, etc.)
Withdrawal From RMD Accounts	____________	[Total from traditional IRAs, 401(k) plans, etc.]
Required Minimum Distribution	____________	(Total for all applicable accounts for next year)
Amount (Below)/Above RMD	____________	(Withdrawal from RMD accounts – RMD)

(If below, add excess RMDs to taxable accounts; if above, take planned withdrawal needed for living expenses)

Market Considerations

Correction or Bear Market Occurring?	____________	(Yes/No; If yes, avoid selling stocks if possible)
Withdrawal Reduction	____________	(Reduction in withdrawals if a smaller distribution is desired)

Withdrawal Option 2: AAII Level3

Retirement Assets

Retirement Savings	____________	(Total of all retirement accounts, tax-preferred and taxable)
Expected Expenses for Next Four Years	____________	(Estimated)
Current Year Withdrawal Percentage	____________	(Maximum of 5% of retirement savings suggested)
Current Year Withdrawal	____________	(Withdrawal percentage × retirement savings)
Withdrawal From Non-RMD Accounts	____________	(Roth IRA, taxable accounts, etc.)
Withdrawal From RMD Accounts	____________	[Total from traditional IRAs, 401(k) plans, etc.]
Required Minimum Distribution	____________	(Total for all applicable accounts for current year)
Amount (Below)/Above RMD	____________	(Withdrawal from RMD accounts – RMD)

(If below, add excess RMDs to taxable accounts; if above, take planned withdrawal needed for living expenses)

Market Considerations

Market Within 5% of High	____________	(Yes/No; If yes, withdraw from stocks; if no, withdraw from safe assets)
Amount to Add to Safe Assets	____________	(If market within 5% of high, one-year of withdrawals plus half of replenishment amount needed to bring safe assets up to four years of living expenses)

The Excel version of this worksheet contains formulas to calculate some of the key numbers.
Find it here:

https://www.aaii.com/latest/article/13094-retirement-withdrawal-planning-worksheet