



How to Compile, Organize and Document Important Information

(personal • financial • estate documents)

REVIEW

- PERSONAL AND FINANCIAL INFORMATION CHECKLIST
- CROSS-OUT NONRELEVANT ITEMS

COMPILE

- PICK A CATEGORY OR SUBCATEGORY
 - *Currently there are 7 main categories with subcategories. Use these categories, add to, or create your own.*
 - *As you go through the list, think about other relevant items you want to add.*
 - *Suggestion: Pick the easiest main categories to complete first and do the hardest last. The more you get done quickly and the more successful you will feel.*
- COMPILE RELEVANT ITEMS
 - *Some locations may include: hard files, computer, safe, credit card statements, lock boxes, safes, bank details, attorney or fiduciary offices.*
- GROUP ITEMS INTO CATEGORIES AND SUBCATEGORIES
 - *Suggestion: Create sections with the categories and subcategories. When you gather more information, add it to correct sections.*

ORGANIZE

- DETERMINE A GOOD LOCATION FOR YOUR ITEMS
 - *You may have multiple locations depending on your information. For example, you could have your credit card details on line, stock certificates in a safe, utilities bills in a file cabinet, Trust/Will at a fiduciary or lawyers office.*
 - *Place a mark next to anything completed on the checklist. You will see your list get smaller and smaller.*

DOCUMENT *(Keep in secure location. Only tell trusted individuals)*

- CREATE AN OVERVIEW OF YOUR ITEMS AND WHERE THEY ARE LOCATED
 - *Document all of your items and where they are located (binder, file cabinet, computer, lock boxes, safes, attorney or fiduciary offices, etc.)*
 - *Suggestion: Include an area for Important Documents (e.g., personal contracts, birth certificate, SSN, warranty deeds, insurance policies, policies with beneficiaries including the forms, etc.)*