Start Here: the 15-Minute Version

Date _____

Fifteen minutes is enough to begin. Do the rest later, a little at a time.

An organizer, not legal, financial or tax advice, and not a will.

Why a short version

Most people never finish a big binder. These six steps cover what your family would need first. Each one takes two or three minutes. Everything else can wait.

The 15-minute version

Step (about 15 minutes in all)	Done
1. Three people to call first, 3 min (People to call)	☐
2. Where my important papers are kept, 3 min (Documents)	☐
3. The banks I use, names only, 3 min (Money and accounts)	☐
4. Where my password manager and recovery codes are kept, 2 min (Digital life)	☐
5. Who could look after pets or anyone who depends on me, 2 min (Pets)	☐
6. Tell one trusted person where this binder lives, 2 min	☐

Then, whenever you have time

Work through the sections in any order. Skip any page that does not apply to you. Add a page when you need one. Look at the binder again a couple of times a year and write the date on the contents page.

What to leave out

Never write passwords, PINs or account numbers in this binder. A binder can be read by anyone who finds it, so write where things are kept and who can open them, not the secrets themselves.