



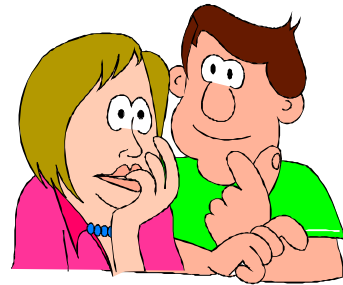
## ASSESSING THE VERY IMPORTANT PAPERS FOR YOUR FAMILY:



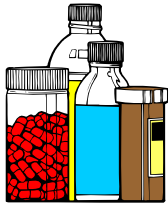
*A little prep work on your part will avoid a lot of stress later*

### Record Keeper/Document Management

1. Do you, your spouse, your grown children know the location of:
  - a. Your Will
  - b. Safe Deposit Box
  - c. Healthcare Directive
  - d. Power of Attorney
  - e. House and/or Car Title
  - f. Birth Certificates
2. Do you even have the above mentioned items?
3. Have you copied down your credit card numbers plus a customer service line in the event of loss or theft?
4. Do you know what papers, bills, etc., you need to keep and for how long in case of an IRS audit?



### Medical History:



1. Do you have a record of what prescriptions you and your family members take, why and how often?
2. Do you have a master sheet for each family member of immunizations, blood type and allergies?
3. Do you have a Vial of Life and/or Vital Health Record sheet for you, your parents or children in case of an emergency to help expedite the EMS team?

### Family "Doings":

1. Do you have a list of important phone numbers within easy reach in your kitchen?
2. Do you have a Master Babysitter checklist?
3. Do you have a list of your major home repairs, when, how much and by whom?
4. Do you have an easy-to-post grocery list to keep meal planning and shopping moving along smoothly?



Pulling together this information into a Family VIP Binder, notebook or file will alleviate much stress and aggravation. At [www.organizingsos.com](http://www.organizingsos.com) you can download ready to use checklists and forms at a nominal fee to create this for your family.

**Good Luck and Happy Organizing!**

Organizing SOS  
Copyright © 2004

