

Commit to Timely Updates

This organizer is only valuable if it's current.

If you fill it out today and never touch it again, in five years it'll be full of outdated information. Closed bank accounts. Old addresses. Changed wishes.

Your executor will waste time tracking down accounts that don't exist anymore and trying to contact people who've moved.

The solution is simple: review and update this organizer once a year.

Why annual updates matter:

Life doesn't stand still. You retire. You move. You remarry. You sell property. You open new accounts. Your retirement account balance grows. Your children have children.

An annual review keeps this organizer accurate. It takes an hour once a year. That's it.

And when something major happens (you get divorced, you buy a business, you're diagnosed with a serious illness), update it immediately. Don't wait for the annual review.

How to make annual updates easy:

Pick a date that's easy to remember. Your birthday. New Year's Day. Your anniversary. The anniversary of completing this organizer. Whatever works for you.

Set a recurring reminder on your phone or calendar. Make it an appointment with yourself.

When the reminder goes off, set aside an hour. Go through each section. Update what's changed. Cross out what's no longer relevant. Add new information.

Use Section 44 (the Annual Update Worksheet) to track what you've changed each year.

That's it. One hour a year keeps this organizer valuable.

When to update immediately (don't wait for annual review):

Update this organizer immediately when:

- You get married, divorced, or separated
- You have a child or grandchild
- You buy or sell property
- You start or close a business
- You change jobs or retire

- You're diagnosed with a serious illness
- You update your Will
- You open or close bank accounts
- You buy or sell investments
- You take out new insurance or cancel existing policies
- Your executor dies or becomes unable to serve
- You move house
- A beneficiary dies
- You have a major falling out with a family member

Life events trigger updates. Don't put them off.

Where to note updates:

There are two places to record updates:

1. In the relevant section: Cross out old information and write the new information next to it.

Date the change.

2. In Section 44 (Annual Update Worksheet): Note what changed and when.

This creates a clear record of what's current and what's outdated.

What if you forget to update?

It happens. Life gets busy.

If you realize it's been two or three years since you reviewed this, don't panic. Just set aside time to do a full review now. Update everything. Then commit to the annual review going forward.

Better late than never.

A message to your executor:

If you're reading this as an executor, check the Annual Update Worksheet (Section 44) to see when this organizer was last updated.

If it was updated recently (within the past year), the information is probably current.

If it's been several years, some information might be outdated. Use it as a starting point, but verify details with banks, retirement plan administrators, and other institutions.

Keep this current. Your family will thank you.

WHEN TO UPDATE IMMEDIATELY

Don't wait for your annual review when these happen - update this organizer **IMMEDIATELY**:

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Life changes. Tick the events that mean it's time to update this book.

FAMILY CHANGES

Get married
Get divorced or separated
Have a child
Have a grandchild
A beneficiary dies
Major falling out with a family member
Executor dies or becomes unable to serve
Guardian for children changes or is no longer able

PROPERTY & ASSETS

Buy or sell property
Move house
Start, sell or close a business
Buy or sell major assets (cars, boats)

FINANCIAL CHANGES

Open or close a bank account
Buy or sell investments
Take out or cancel insurance
Retirement savings fund changes
Change jobs or retire
Receive an inheritance or windfall

Commit to Timely Updates (cont.)

LEGAL CHANGES

- Update your Will
- Create or update Power of Attorney
- Create or update an Advance Directive (Living Will)

HEALTH CHANGES

- Diagnosed with a serious illness
- Major surgery
- Significant change in health status
- Admitted to a long-term care facility

NOTES: CHANGES TO MAKE NEXT TIME YOU REVIEW THIS BOOK