



# Get It Together: Organize Your Records So Your Family Won't Have To

*Melanie Cullen, Shae Irving*

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Get your life organized with the best workbook available!

Paperwork, personal information, and passwords aren't always easy to find, and organizing your records can seem like an intimidating task. But, whether you need to get a handle on records for yourself, your family or your executor, *Get It Together* will show you how to organize:

- instructions for survivors
  - secured places and passwords
  - estate planning documents
  - funeral arrangements
  - employment records
  - insurance policies
  - tax records
  - retirement accounts
  - government benefits
  - real estate records
  - and more.

For those concerned about sensitive information like passwords, *Get It Together* lets you:

- Securely store an unlimited number of passwords while keeping them handy.
- Decide whether you want to record your information electronically or by hand.
- Choose the way you want to organize your passwords—for example, alphabetically or by type of product or service.
- Easily add related notes, such as security questions.

This workbook provides a complete system for structuring and organizing your information and documents into a records binder. For each topic, you will find helpful content, rich resources and step-by-step instructions. With downloadable forms.

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