



The Essential Organizer: An Ongoing Record of Your Estate & Personal Information

William O. Lytle

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Many people face a daunting experience when a family member or a close friend becomes disabled or passes away. With little, if any, preparation they may be responsible for the welfare of their loved one and are confronted with a myriad of personal and legal issues. These troubles are greatly magnified if they do not have information about the location of critical legal documents and financial records, the names of key service providers, contact information for family and friends, and of greatest importance, knowledge of their loved one's personal preferences for medical care and arrangements at death. The purpose of *The Essential Organizer: An Ongoing Record of Your Estate and Personal Information*, is to provide a place for people to record their estate and personal information in a form that can be easily accessed by designated family members, friends, and advisers. The book covers four categories of information: legal and financial, practical matters, present and future health, and family and friends. It can benefit those who enter this information by ensuring the quality of care for themselves and their loved ones, providing guidance for the care of the family and home, and facilitating the settlement of the estate. Included with each printed book is a CD that provides a paperless method to enter information, and contains the same material as the book itself. People then have two ways to enter their personal information into the worksheets - by writing with a pencil or pen in the book and by using the CD on a computer. The computer makes it easy to enter data, make changes to the entries, store information securely on the hard drive, and send copies of the information to family, friends, and advisers. It also ensures the legibility of the entries. This CD is compatible with both PC and Mac computers.

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