

# LIFE FILE CHECKLIST

## A simple and easy guide to end of life planning

### YOUR DATA & DOCUMENTS

- Create a will and an estate plan. If you're an adult who owns literally anything you'll need one!
- Designate a power of attorney. Authorize someone to act on your behalf if you become incapacitated.
- Create a digital estate plan. Safeguard your digital legacy and information, and figure out what to do with digital assets.
- Protect your social media accounts. Options differ depending on the platform.

### YOUR HEALTH & CARE

- Set up an advance care directive. It's one of the best ways to ensure your care preferences are honored.

### YOUR POSSESSIONS

- Inventory your physical possessions. Decide what to do with them, and how you'll dispose of sensitive items.
- Inventory your digital assets. They could be lost forever if you don't have a plan for transferring them.
- Plan for your pets. Make sure these trusted members of your family will be cared for.

### YOUR LEGACY

- Plan your funeral or remembrance. Who do you want to speak? What music would you like to include? Write down and share your vision.
- Plan for body disposition. There are several options for what can happen to your body after you die.
- Create messages. Write your obituary, and messages for loved ones.

### SECURE YOUR LIFE FILE

- Decide where to store it. Choose a place where it is unlikely to be damaged and where it will be accessible upon your Death (but not a safe deposit box).
- Tell people about your Life File. Make sure they know what it is, where it is, and how to access it when the time comes.