



LIFE SIMPLIFIED FAMILY ORGANIZER

Below you will find each section listed in the order it appears in the *Life Simplified Family Organizer* and what is included in each section. Remember, this is your information so customize it to the needs of your family.

EMERGENCY PLAN/CONTACTS:

- Who has a key to your house? How do you get in touch with them?
- Who should be contacted in case of an emergency?
- Which alarm company do you use and how do you operate the alarm (including the code)?
- Where are the emergency shut off locations for gas and water?

FAMILY INFORMATION:

- How do you get in touch with key family members including address, phone numbers, email and work information?

CAREGIVER INSTRUCTIONS:

- What basic information should be documented for your babysitter including:
 1. Key Contacts (parents)
 2. Neighbors (name, phone)
 3. Pediatrician (name, phone)
 4. Special Needs and Instructions
 5. Medical Information (Allergies and Medications)

HOUSE-SITTER INFORMATION:

- What information should be documented for your house-sitter including:
 1. General (opening the house, alarm code)
 2. Managing the House
 3. Keys
 4. Contact Person for Emergency

MEDICAL INFORMATION:

- What is the medical information on each member of the family including:
 1. Name
 2. Blood type
 3. Primary physician (name & number)
 4. Other Physicians (specialty, name & number)
 5. Allergies
 6. Immunizations
 7. Diseases
 8. Medications/supplements
 9. Organ Donor (yes, no)
- Which local pharmacy do you use and what is their phone number and address?



INSURANCE:

- Which insurance companies supply coverage, for your family, in the following areas:
 1. Car Insurance
 2. Home Insurance
 3. Disability Insurance
 4. Life Insurance
 5. Medical Insurance
 6. Dental Insurance
 7. Pet Insurance
 8. Long Term Care Insurance

MONEY MANAGEMENT:

- Who are the companies and individuals that manage your money including:
 1. Bank and Safety Deposit Box Location
 2. CPA
 3. Financial Advisor
 4. Loans
 5. Credit Cards
 6. Investments

THE LEGAL WAY:

- Who are the companies and individuals that manage your personal affects including:
 1. Lawyer(s) (name, firm, phone, email)
 2. Location of Willis (location, date signed, contact name/phone, executor of will, executor phone)
 3. Location of Trusts (location, contact name, phone)
 4. Location of Living Wills
 5. Location of Powers of Attorney Documents
 6. Location of Marriage License
 7. Location of Birth Certificates
 8. Location of Adoption Papers
 9. Location of Custody Agreement
 10. Location of Divorce/Settlement Agreements
 11. Location of Educational Credentials
 12. Location of Military Papers
 13. Location of Death Certificates
 14. Location of Personal Wishes/Funeral Arrangements
 15. Location of Citizen Documents
 16. Location of Other Legal Documents
 17. Passport Information (name, location of passport, expiration date)



HOME AND VEHICLE:

- Who are the companies and individuals that service your home and vehicle including account and emergency numbers of:
 1. Auto Repair
 2. Cable
 3. Carpet Cleaning
 4. Carpenter
 5. Computer Repair
 6. Decorator
 7. Electrician
 8. Gas Company
 9. Handyman
 10. Heating / Air Conditioning Repair
 11. Homeowner Association
 12. Housecleaner
 13. Lawn Service
 14. Painter
 15. Pest Control
 16. Plumber
 17. Pool Maintenance
 18. Termite Service
 19. Trash Pickup
 20. Water
 21. Window Cleaning Service

PET CARE:

- Who are the companies and individuals that ensure your pet stays healthy and happy including:
 1. Dog Walker/Dog Sitter
 2. Groomer
 3. Vet (Regular and Emergency)

USER NAME AND PASSWORDS:

- What are the user name and passwords/PINS you use for online purchases, to log into your bank account online, etc.

MISCELLANEOUS:

- Can't find a place for something? Use this section.

BUSINESS CARDS:

- Not sure where to put the business cards you want to keep? Use the convenient business card protective sleeves to keep them at your fingertips.