



# Anticipate Life – Getting Organised

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## Organising your personal affairs now will reduce stress for you and your loved ones

We understand... sometimes it's hard to face doing difficult tasks. This can be especially true when it comes to our end of life planning and organisation.

End of life is not a subject we like to think about much. But it is an important one. And we all need to take steps now to ensure that our legal and personal affairs are in order. If we don't take these steps, decisions on these matters may move beyond our control or beyond the control of the loved ones left behind.

This guide is to provide some thoughts and questions to help you understand the benefits of being organised and give you some ideas about what sorts of things might fall under the end of life planning umbrella.

**"For every minute spent organising, an hour is earned."**

**Benjamin Franklin**



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## What should you be thinking about?

The first thing is to think about what parts of your life might require some forward planning. What can you do in advance to avoid leaving loved ones with uncertainty and confusion?

It would be a good idea to start making a list of relevant topics which you can add to as new ideas occur.

Let's start with two key items likely to be relevant to all of us.

### Last Will & Testament

- Do you have a Will? If not, it is important you arrange to make one.
- Where is your Will kept? Is it secure? Who else knows where it is?
- Who is your Executor? Do they still wish to be your Executor?
- Do your loved ones know the name of your Executor?
- Does your Executor know where your Will is kept?
- Have you made a 'Living Will' (which remains effective despite incapacity)?

### Funeral

- Have you thought about your funeral wishes? Have you made any decisions?
- Have you made a note of them or discussed them with anyone?
- Will your loved ones know who to formally notify, and who else to contact, such as extended family and friends?



You will be surprised at how relieved you will feel once you have provided clear guidance and directions on these matters. By recording your preferences now and providing a way to access this information when needed, your loved ones can carry out your wishes, instead of being left wondering what you might have wanted.

## Have you thought about any of the following?

- If you have proof of ownership documents (house, car, shares), where are they stored, and who knows where they are?
- Where do you keep Birth Certificates, Passports, Insurance policies? These are all important documents which should be kept safe.
- Who will know details of your bank accounts? At least, what accounts you have and where.
- What will happen with your computer/laptop or mobile phone?
- What about your personal data stored on them? How will that be accessed and handled?
- Do you have any ongoing or regular service providers, any contracts or financial obligations or legal matters that will need to be dealt with?
- If you have a pet, have you thought about your wishes for it? Does someone know the name of your vet?





We all have many of these and similar loose ends in our lives. Once you start to recognize them, you will soon appreciate the importance of getting all these matters in order.

## What next?

Anticipate Life is designed to help people get organised for their end of life. None of us can predict when this will be. Which is why it makes good sense to make plans and act now.

As far as possible all your data should be stored securely in one place for easy access when required. You should also have the ability to keep your information updated over time as required.

[Anticipate Life](#) provides you with these facilities. We can also assist you to identify other matters relevant to your personal checklist.

We hope these suggestions will encourage you to consider taking this important step. Once you have put your plans and wishes in place, 'just in case', you can be more relaxed about getting on with enjoying life.

**"The best way to get something done is to begin."**

**Author Unknown**

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