Worksheets

Swedish Death Cleaning Made Practical by Della Prescott. Printable worksheets for personal use. Print on US letter paper; each worksheet starts on a new page.

1. The 20-Minute Walk-Through

Start Here

Take one slow lap around your home. Don't open or move anything. Give each space a score.

Light: you could clear it in an afternoon.
Medium: a weekend, maybe two.
Heavy: you sigh when you open the door.

Space	Light	Medium	Heavy	Notes
Garage	☐	☐	☐	
Basement	☐	☐	☐	
Attic or storage room	☐	☐	☐	
Spare bedroom	☐	☐	☐	
Main bedroom closet	☐	☐	☐	
Other closets	☐	☐	☐	
Kitchen cabinets	☐	☐	☐	
Dining room and china cabinet	☐	☐	☐	
Living room and bookshelves	☐	☐	☐	
Desk, files and paperwork	☐	☐	☐	
Photos, letters and keepsakes	☐	☐	☐	
Shed, workshop or hobby room	☐	☐	☐	

Circle your three lightest spaces. That's where you'll start.

Who else should know you're doing this? _____

Is there a date driving this, such as a move? _____

2. The Master Plan

Chapter 1

Phase	Chapters	Done when…	Target date	Who helps
1. Set up	1 to 4	Your pace and finish date are written down, and the people who need to know have been told		
2. Clear, easiest to hardest	5 to 10	Every space on your walk-through has been sorted once, starting with the lightest		
3. Pass it on fairly	11 to 14	Family wishes are collected, items are divided, and your decisions are written down		
4. Leave it easy	15 and 16	Your "Where Everything Is" file is finished and you have a date for your yearly review		

My pace (choose one): ☐ One weekend a month ☐ The 12-week plan ☐ The year plan

Weekends I need (from the count): _____

Start date: _____ Finish date: _____

Who else has a copy of this page: _____

Fill in the dates in pencil. When one moves, move the finish date with it.

3. Count Your Weekends

Chapter 1

A weekend means about four hours of sorting, split into two or three sessions, on any days you like.

Score	Weekends per space	How many spaces	Weekends
Light	½		
Medium	1½		
Heavy	3		
Phase 3, passing things on	3		3
Phase 4, leaving it easy	2		2
Subtotal			
Add one quarter for illness, weather and visits			
Total weekends			

Finish date: divide your total weekends by the weekends your pace covers in a month (1 for one weekend a month, 4 for the 12-week plan, about 1⅔ for the year plan). Add one month as a cushion and count forward from your start date.

Total weekends _____ ÷ weekends per month _____ = _____ months, plus 1 = _____ months

Finish date: _____

4. Count Back From Moving Day

Chapter 2

My moving date: _____

Write the date for each week. If you have only four weeks, use the right-hand column.

8-week plan	Date	What to do	4-week plan
Week 8		Get the new floor plan. Measure your new space. Call two or three movers for estimates.	**Week 4:** do weeks 8 and 7 together. Book movers the same week you call.
Week 7		Measure your furniture. Choose what goes with you. Call estate sale companies or auction houses if you have a lot to sell.	
Week 6		Book the movers. Tell family which furniture and keepsakes are available, and give a pickup deadline.	**Week 3:** offer items to family with a one-week deadline. Book donation pickup.
Week 5		Start sorting the spaces you won't miss, lightest first. Book donation pickups.	
Week 4		Sort closets, linens and kitchen. Start packing things you rarely use. File change-of-address.	**Week 2:** sort and pack every room except the kitchen and bedroom. Bring in family, paid packers or a senior move manager.
Week 3		Family picks up their items. Sell or consign what's left to sell.	
Week 2		Estate sale or donation pickup for what's leaving. Pack everything but daily items.	**Week 1:** family pickups, sale or donation, final packing.
Week 1		Pack your open-first box. Confirm movers in writing. Arrange for leftovers to be removed.	
Moving day		Stay until the truck is loaded. Walk every room before you lock up.	**Moving day**

Date I'll open the boxes that didn't fit (30 days after the move):

_____

5. Measure Your New Space

Chapter 2

Rooms and storage

Room	Length × width	Closets (count and width)	Cabinets or drawers (count)
Living room			
Bedroom			
Second bedroom or den			
Kitchen			
Bathroom			
Entry or hall			
Storage unit or locker			

Walls for furniture

Room	Open wall space for furniture	Windows, vents, outlets to avoid
Living room		
Bedroom		
Second bedroom or den		
Kitchen		
Bathroom		
Entry or hall		
Storage unit or locker		

Narrowest doorway, hallway or elevator door you'll carry furniture through:

_____

Count shelves, not just doors.

6. The Decision Rules Card

Chapter 3

Keep this card with your boxes. Every item gets one of five decisions. If two seem to fit, ask the tie-breaker question.

Decision	Choose it when…	Tie-breaker question
Keep	You used it in the past year (some chapters use a different window for seasonal things), or it matters to you and you have room for it.	If I lost this today, would I buy it again?
Give	A person you can name has said yes.	Have they said yes, or am I guessing?
Sell	It's likely worth more than the time it takes to sell. Chapter 9 helps you set a dollar amount.	Would I spend an afternoon to get that price?
Donate	It works, it's clean, and a stranger could use it.	Would I hand this to someone without apologizing for it?
Discard (the Trash bag)	It's broken, stained, expired or unsafe, and nobody can use it. Worn clothes and linens may be recyclable instead (Chapter 6).	Could anyone use it as it is, without repairs?

Before anything goes in the trash: check it against the "Don't throw these away" list, and keep medicines, chemicals, batteries and electronics out of the household trash.

The Maybe box: can't decide in about ten seconds? It goes in Maybe. Date it at the end of each session, and open it 30 days after the latest date. Nothing goes into a Maybe box twice.

7. Staging Area, Standing Rules and Maybe Box Dates

Chapter 3

My staging spot: _____

My standing rules

1. _____
2. _____
3. _____

My Maybe box dates

Box	Sealed on	Open on
1		
2		
3		
4		

8. Keep-for-Now List

Chapter 3

Item	Who it goes to	Have they said yes?	Trigger or date	Labeled?
		☐ Yes ☐ Not yet		☐
		☐ Yes ☐ Not yet		☐
		☐ Yes ☐ Not yet		☐
		☐ Yes ☐ Not yet		☐
		☐ Yes ☐ Not yet		☐
		☐ Yes ☐ Not yet		☐

A label or list is a record of your wishes, not a legal document (Chapter 14).

9. Hazardous Drop-off Information

Chapter 3

Medicine take-back location: _____

Household hazardous waste site or next collection day: _____

Battery and electronics drop-off: _____

10. “Don’t Throw These Away” Checklist

Chapter 3

Check for everything on this list before anything goes in the trash, the shredder or a donation box. Keep a copy in your **Check first** tray.

Papers that prove something

- ☐ Wills, trusts and powers of attorney (originals and copies)
- ☐ Deeds, car titles, mortgage and loan papers
- ☐ Insurance policies, including old life insurance policies
- ☐ The most recent statement for each bank, brokerage and retirement account
- ☐ Paper savings bonds and stock certificates
- ☐ Birth, marriage, divorce and death certificates; Social Security cards; passports
- ☐ Recent tax returns and the records behind them (Chapter 8)
- ☐ Military discharge papers (DD Form 214) and service records

Keys and ways in

- ☐ Safe deposit box keys and any small key you can’t identify
- ☐ Notebooks or cards with passwords, combinations or PINs
- ☐ Keys and codes for storage units, sheds, cars and safes

Things that may hide value

- ☐ Coins and paper money (don’t clean coins)
- ☐ Stamps, left in their albums or on their envelopes
- ☐ Jewelry boxes, pouches, and small boxes inside drawers (open every one)
- ☐ Cash or checks in books, Bibles, coat pockets, purses, envelopes and freezer containers, and under drawer liners
- ☐ Gift cards and uncashed checks

Family history

- ☐ Photos with names or dates written on the back
- ☐ Handwritten recipes and recipe boxes
- ☐ Letters, diaries and family Bibles with births, marriages and deaths recorded inside
- ☐ Home movies, slides and old audio recordings
- ☐ Military letters, medals and papers

Shred, don’t toss, papers you don’t need if they show Social Security numbers, account numbers or signatures.

11. Split the Roles

Chapter 4 (written for the helper: "your parent" means the owner of the belongings)

Fill this in together with your parent and siblings, on a call if needed, before the first sorting day. Don't fill it in alone and hand out jobs. One person can hold two roles. Every role except Remote helpers needs exactly one name.

Role	What this person does	Name
Coordinator	Keeps the master list and calendar, sends one short update after each work day, and keeps everyone to the "don't" list rather than making decisions	
Sorter	Works beside your parent, hands over items one at a time, and puts each one in the box your parent chooses	
Seller	Handles the Sell box: photos, listings, consignment shops, quotes from estate-sale companies (Chapter 9)	
Driver	Makes donation and dump runs, delivers gifts, drops off packages, and lines up a second person for anything heavy	
Record-keeper	Writes down who receives what, keeps donation and sale receipts, and logs anything shipped	
Remote helpers	Research, scheduling, phone calls, scanning, and paying for services (Chapter 4, "Siblings far away")	

The "don't" list

- Don't throw anything away when your parent isn't there. A bag leaves the house only after your parent has seen what's in it.
- Don't rush. Your parent's energy sets the pace, not your flight home.
- Don't decide for them. Offer choices and let them name the box.
- Don't argue with each other in front of them. Take disagreements outside or to a phone call later.
- Don't call anything "junk" out loud, or guess what something is worth.
- Don't claim things for yourself while sorting. Wish lists come later (Chapter 11).
- Don't lift furniture or climb a ladder alone.

12. Zone Checklist

Chapter 5

Check a zone off only when it's sorted and the boxes have left for the staging area.

Zone	What usually hides there	Watch for	Done
Garage shelves and workbench	Tools, hardware, half-used cans and bottles	Chemicals for the **Hazardous** bin	☐
Garage floor, corners and rafters	Sports gear, lawn equipment, empty boxes, spare lumber	Ladders needed for rafters; mouse nests	☐
Basement storage shelves	Holiday decorations, luggage, extra kitchen items	Damp boxes, mold	☐
Basement utility and laundry area	Paint, cleaners, spare parts for things you no longer own	Water heater and furnace clearance	☐
Under the stairs and crawl spaces	Boxes nobody has opened in years	Droppings, low ceilings	☐
Attic, near the hatch or stairs	Seasonal items, children's things, old papers	Heat, loose insulation, footing	☐
Attic, far corners	The oldest boxes in the house	Same, and poor lighting	☐
			☐
			☐

Before every session in these spaces:

- ☐ Work gloves, and an N95 mask for dusty spaces
- ☐ Good light: a work lamp or headlamp, not just the overhead bulb
- ☐ Water, and your phone in your pocket
- ☐ A helper for anything involving the attic, a ladder or a box you can't lift easily
- ☐ The **Check first** tray and **Hazardous** bin within reach

13. Haul-Away and Donation Contacts

Chapter 5

Who	Name and phone	What they take	What they refuse	Pickup? Cost?
Thrift store				
Habitat ReStore				
Other charity (furniture, sports gear)				
City or county bulk pickup				
Junk removal, estimate 1				
Junk removal, estimate 2				
Dumpster rental				
Hazardous waste drop-off				

My attic and ladder helper: _____

Phone: _____

Bulk pickup rules (items allowed, when to set out): _____

Next drop-off date: _____

14. How Many Is Enough

Chapter 6

These starting points are the book's suggestions, not rules. Write your own number, then keep that many of your best ones.

Item	Book's suggested starting point	My number
Sheet sets	2 per bed you sleep in (one on, one in the wash)	
Guest sheet sets	1 per guest bed	
Bath towels	2 per person, plus 2 for guests	
Hand towels	2 per bathroom	
Blankets and comforters	1 per bed, plus 1 spare	
Pillows	2 per sleeper, plus 1 per guest	
Winter coats	1 per person (2 if you live where winters are long)	
Rain jacket or light jacket	1 each	
Everyday shoes	2 pairs, plus 1 for weather and 1 for exercise	
Dress shoes	1 or 2 pairs	
Everyday outfits	Enough for the time between laundry days, plus a few	
Dressy outfits	1 for celebrations, 1 for funerals	

15. Hanger Test, New Closet and Special Clothing

Chapter 6

Hanger test

Hangers turned on: _____ Check on: _____

My new closet

Rod length: _____ feet Hangers per foot: _____
Hanging items that fit: _____

Shelves: _____ Drawers: _____

Special clothing

Item	Who might want it	Asked?	Plan (keep, give, donate, keepsake)
		☐ Yes ☐ Not yet	
		☐ Yes ☐ Not yet	
		☐ Yes ☐ Not yet	
		☐ Yes ☐ Not yet	

Where things go

Donation drop-off: _____

Textile recycling drop-off: _____

Animal shelter (phone, and what they need): _____

Consignment shop and pickup date: _____

16. The Everyday Kit

Chapter 7

The book's suggestion for a household of one or two. Write your own number before you open a cabinet.

What	Suggested kit for one or two people	My number
Dinner plates, bowls and small plates	6 to 8 of each	
Mugs and drinking glasses	6 to 8 of each	
Everyday flatware	8 place settings	
Skillets	2, one small and one large	
Saucepans and pots	3, including one large pot	
Baking sheets and baking dishes	2 sheets, 2 dishes	
Knives	a chef's knife, a paring knife, a bread knife	
Cutting boards and mixing bowls	2 boards, 1 nested set of bowls	
Cooking utensils	1 of each tool you use every week	
Food storage containers	only those with a matching lid	
Small appliances	only those you've used in the past few months	

My food bank and its drop-off hours: _____

17. Cabinet Keep Count

Chapter 7

Write how many items went each way. Use the same row number for the same cabinet in both tables.

What stayed, and what went to people

Cabinet or drawer	Kept	Give	Sell
1. _____			
2. _____			
3. _____			
4. _____			
5. _____			
6. _____			

What left the house, and done

Cabinet or drawer	Donate	Discard	Done
1. _____			☐
2. _____			☐
3. _____			☐
4. _____			☐
5. _____			☐
6. _____			☐

18. China, Crystal and Silver Record

Chapter 7

Item or pattern	Maker and marks found	Sterling, plate or other	Who I've asked	Decision

19. Paper Sorting Sheet

Chapter 8

One line per drawer, box or folder. Circle the folders you used.

Date	Drawer or box	Folders used (circle)	Done?
		To do · File · Originals · Shred · Recycle · Ask	☐
		To do · File · Originals · Shred · Recycle · Ask	☐
		To do · File · Originals · Shred · Recycle · Ask	☐
		To do · File · Originals · Shred · Recycle · Ask	☐
		To do · File · Originals · Shred · Recycle · Ask	☐
		To do · File · Originals · Shred · Recycle · Ask	☐
		To do · File · Originals · Shred · Recycle · Ask	☐
		To do · File · Originals · Shred · Recycle · Ask	☐

20. Originals, Professionals and Less Paper

Chapter 8

Where my originals are kept

Will and estate papers: _____

Vital records and Social Security card: _____

Deeds and titles: _____

Fire-resistant box key or code is known by: _____

Safe deposit box (bank and who has access): _____

Questions for my professionals

Accountant (name and phone): _____

Questions: _____

Attorney (name and phone): _____

Questions: _____

Less paper

☐ Opted out of prescreened offers on: _____

☐ Registered with DMAchoice on: _____

Next community shred day: _____

21. My Numbers and Sell Box Log

Chapter 9

My “worth my time” number: $_____

My sell-by date for this Sell box: _____

My safe meeting place for buyers: _____

Research and plan

Item	Marks found	Three sold prices (and where)	Channel

Results

Item	Sell-by date	Sold for	After fees

Anything not sold by its sell-by date moves to Donate.

22. Appraisal Record

Chapter 9

Purpose: insurance, donation, estate or dividing.

Item	Purpose	Appraiser and organization	Fee agreed (flat or hourly)	Value given

23. Keepsake Label

Chapter 10

Copy one for each item that needs a story. Tie it on with string or slip it into a paper envelope with the item. Don't tape it to anything old or fragile.

What it is: _____

Whose it was: _____

The story: _____

_____

Who I'd like to have it: _____ Asked? ☐ Yes ☐ Not yet

Written by and date: _____

24. Story Card

Chapter 10

For items you're letting go. Keep the card, and a printed photo, in your keepsake box or a digital folder.

What it is: _____

Where it came from: _____

One memory: _____

_____

Why I'm passing it on, and to whom: _____

Photo taken? ☐ Date: _____

25. Photo Sort Sheet

Chapter 10

One per album, shoebox or batch.

Batch name or location: _____

Sorting by: ☐ Decade ☐ Person

Group (decade or person)	Photos kept	Discarded	Names written?	Scan?
			☐	☐
			☐	☐
			☐	☐
			☐	☐
			☐	☐
			☐	☐

Scanning: ☐ Myself ☐ Service: _____

Backup copy 1 kept at: _____
Backup copy 2 kept at: _____

Home movies, slides and tapes (format and count): _____

Transfer service: _____

26. Family Wish-List Survey

Chapter 11

What would you like from the house?

From: _____ To: _____

Please answer by: _____

I'm going through the house and want to know what matters to you before I decide what goes where. Listing something isn't a promise that you'll get it. If two people ask for the same thing, I'll use a fair method and tell everyone how it works.

1. Things you'd like (up to 10 to start; use the numbers from the photo list if I sent one)

Item number or name	Why it matters to you	How you'd get it home
		☐ Pick up ☐ Ship at my cost ☐ Need help
		☐ Pick up ☐ Ship at my cost ☐ Need help
		☐ Pick up ☐ Ship at my cost ☐ Need help
		☐ Pick up ☐ Ship at my cost ☐ Need help
		☐ Pick up ☐ Ship at my cost ☐ Need help

2. Things you don't want or have no room for. It's fine to say so. It helps me plan.

_____

3. One memory. Is there something in this house you remember, even if you don't want it? Tell me the story.

_____

_____

4. Anything you gave me over the years that you'd like back?

_____

27. Reply Tracker

Chapter 11

How I'm handling in-laws: _____

How I'm handling grandchildren: _____

How I'm handling step-family: _____

Sending and replies

Name	Sent (date and how)	Reminder sent	Reply received

What they said

Name	Wants (item numbers)	Doesn't want or no room	Memory shared?
			☐
			☐
			☐
			☐
			☐
			☐

28. Family Meeting Agenda

Chapter 11

About one hour.

Date and time: _____

☐ In person ☐ Video call, link: _____

Note-taker: _____

1. **Welcome and thanks** (5 minutes). You explain why you're doing this.
2. **Ground rules** (5 minutes). Read them aloud, and ask for a yes from everyone.
3. **What I've decided to keep** (5 minutes), so no one asks for those.
4. **What the surveys showed** (15 minutes). Items only one person asked for; items several people asked for; items nobody asked for.
5. **Stories** (10 minutes). Each person shares one memory from question 3.
6. **How we'll decide the shared items** (10 minutes). Choose a method from Chapter 12.
7. **Pickups and next steps** (10 minutes). Dates, who's driving, who's shipping.
8. **Summary** (no more than 5 minutes). The note-taker reads back what was decided.

Ground rules

- You decide. Everyone else advises.
- One person talks at a time, and nobody is interrupted.
- Stay on today's topic. Old disputes wait for another day.
- No one claims or removes anything during the meeting.
- One person takes notes and sends a summary within two days.

Summary sent to everyone on: _____

29. What Fair Means and Ground Rules

Chapter 12

To me, a fair outcome means: _____

_____

Do grandchildren, sons- and daughters-in-law get a say? ☐ Yes ☐ No ☐ Only for:

_____

Ground rules we agreed on

Method(s) we'll use: _____

Limit per person in round one: _____

How we'll include family who live far away: _____

Tie-breaker: _____

What happens to items nobody wants: _____

Coordinator: _____

Signed and dated by everyone involved (a family agreement, not a legal document):

_____

_____

_____

30. Distribution Record

Chapter 12

One line per item. Use the same item numbers as your photo list (Chapter 11), and the same row in both tables.

Who and how

Item	Who receives it	Method used	Value (if appraised)

Handover

Item	Pickup or shipping by	Date	Initials

31. Destination Map

Chapter 13

Every place here is **call first.** Write down who you spoke to and when.

Item type	Places that may want it	Call first: contact / date called
Books	Friends of the Library book sales; cookbooks to culinary programs	
Costumes, vintage clothing, props	School drama departments, community theaters	
Hand and power tools	Community college trade programs, makerspaces, Habitat ReStore	
Fabric, yarn, sewing and knitting supplies	Quilting and knitting guilds, charity sewing groups, school sewing classes	
Furniture, appliances, lighting, building materials	Habitat ReStore, refugee resettlement agencies	
Kitchen goods, linens, lamps, household basics	Refugee resettlement agencies, places of worship	
Old towels and blankets, pet supplies	Animal shelters	
Clothing, furniture, tools	Veterans' organizations (some offer pickup)	
Puzzles, board games, cards	Senior centers, hospice programs, hospitals	
Local photos, papers, objects tied to your town	Historical societies, museums, libraries (selective; Chapter 10)	
Anything useful that's hard to place	Buy Nothing groups	
Good-quality general goods	Nonprofit thrift shops tied to a cause you care about	

When you call, have ready: a short description, the number of boxes or pieces, a few phone photos, and whether you need pickup.

32. Gift Letter

Chapter 13

A personal note, not a legal document. Copy one for each item.

To: _____

From: _____ Date: _____

What it is: _____

Where it came from: _____

_____

Why I chose you: _____

_____

How to care for it: _____

If it ever stops being useful to you, please pass it on to someone who will enjoy it.

33. People I'll Offer Things To, and My People

Chapter 13

People I'll offer things to

Name	Item	Offer made (date)	Said yes?
			☐
			☐
			☐
			☐
			☐

My people

Executor (named in my will): _____

Friend who will help carry out my wishes, if different: _____

Date I'll ask: _____ They said yes: ☐ Copy of my map given: ☐

Estate-planning attorney: _____
Appointment date: _____

34. Item-and-Story Register

Chapter 14

One line per item that matters, whether for its value or its story. Copy as many pages as you need. Use the same row for the same item in both tables.

The item and its story

Item	Where it is	Who it goes to	Story or why it matters

Records

Item	Photo taken?	On my signed list?
	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐

35. Questions for My Estate-Planning Attorney

Chapter 14

Circle the ones that apply to you, and bring this page, your register and your current list to the appointment.

- ☐ Does my state let a will refer to a separate list of personal belongings? Does my will refer to one?
- ☐ What must my list include here: signature, date, handwriting, witnesses or a notary?
- ☐ Which items can't go on it in my state (cars, firearms, business property)?
- ☐ If my will and my list disagree, which one counts?
- ☐ What happens if someone on my list dies before me, or an item is gone?
- ☐ How should I change the list, and what should I do with old versions?
- ☐ Should any valuable item be named in the will itself instead?
- ☐ Where should the original be kept, and should my executor have a copy?

My attorney's name and phone: _____

Appointment date: _____

Notes: _____

_____

36. Locator Worksheet

Chapter 15

This page says *where* things are, not what's in them. Write a place or a name in each row. Never write a password, PIN, passcode or full account number on it.

What	Where it's kept	Who to call, or who knows
Will, trust, powers of attorney, health care directive		
Vital records and other originals		
Estate-planning attorney		
Accountant or tax preparer		
Financial advisor		
Bank and credit union accounts (institution and last four digits only)		
Investment and retirement accounts (institution and last four digits only)		
Insurance: life, home, car, health, long-term care		
Deeds and other real estate papers		
Vehicle titles		
Safe deposit box (bank and branch) and its key		
Storage unit (company and address) and its key or code		
Doctors, pharmacy, home care or care facility		
Pets: vet, records, and who will take them		
Utilities and recurring bills		
Subscriptions and memberships		
Digital accounts list		

What	Where it's kept	Who to call, or who knows
Spare keys, and where codes and passcodes are stored		
Item-and-story register (Chapter 14)		
Signed personal-property list (Chapter 14)		

Last updated: _____

37. Digital Accounts List, Phone and Sign-In

Chapter 15

Digital accounts list (one line per account; never write passwords here). For "What I want done," write keep open, download then close, memorialize, or delete.

Service	What it holds	Legacy contact (name), or none offered	What I want done

Phone and sign-in (locations only, never the codes)

Password manager I use, and my emergency contact: _____

My phone passcode is stored: _____

Two-factor codes go to (phone or app): _____

Backup codes are stored: _____

Apple access key is kept: _____

38. Automatic Payments and Copies of This File

Chapter 15

Automatic payments

Bill	Paid from (institution)	Keep paying or stop?

Copies of this file

Given to	Date	Replaced on

39. The One-Hour Yearly Review

Chapter 16

Bring a pen and fresh copies of your worksheets from this appendix.

Done	Task	About
☐	**Update your "Where Everything Is" file** (Chapter 15). Add new accounts, doctors and policies, cross out closed ones, and check that keys and originals are where the file says.	15 min
☐	**Reread your item-and-story register and your signed list** (Chapter 14). Cross off anything sold, given or broken. If something has changed, such as a death or divorce, write a new signed and dated version and ask your attorney what to do with the old one.	10 min
☐	**Check for a forgotten Maybe box.** If you find one, decide everything in it today (Chapter 3).	10 min
☐	**Sort one drawer or shelf in two or three rooms** with the five decisions, choosing different rooms each year. Skip high shelves unless someone steadies the step stool.	15 min
☐	**Recheck your legacy contacts (and Google's inactive-account plan).** Confirm the people named on your phone, email and social media accounts are still the right ones (Chapter 15).	5 min
☐	**Tell your family what changed,** in one short call or email.	5 min

My review date: _____

My incoming-items rule (one in, one out, or a 30-day waiting period):

_____

40. Yearly Review Record

Chapter 16

Keep this record with your “Where Everything Is” file, so whoever helps next year knows where to start.

Date	Tasks done	What changed	Family told
			☐
			☐
			☐
			☐
			☐
			☐