

An Organized Estate

The gift you give
yourself, and others.



ANDREA BRUNDAGE

Professional Organizer & Bringer of Calm | Author



Turning Chaos into Calm.



SOS Clutter
Disruptors

AN ORGANIZED PLAN PROVIDES

peace of mind



AND ENSURES

your wishes are carried out

DDD (DELAYED DECISION DISORDER)



Someday is not a day of the week.

IT'S TIME TO RIGHTSIZE YOUR LIFE



WHAT
STATION
ARE YOU
AT NOW?

ANDREA'S 4 Q'S FOR MAKING DECISIONS

1. Do I LOVE it?
2. Do I USE or WEAR it?
3. Does it serve me well?
4. Can it serve someone else better?

HOW TO BEGIN



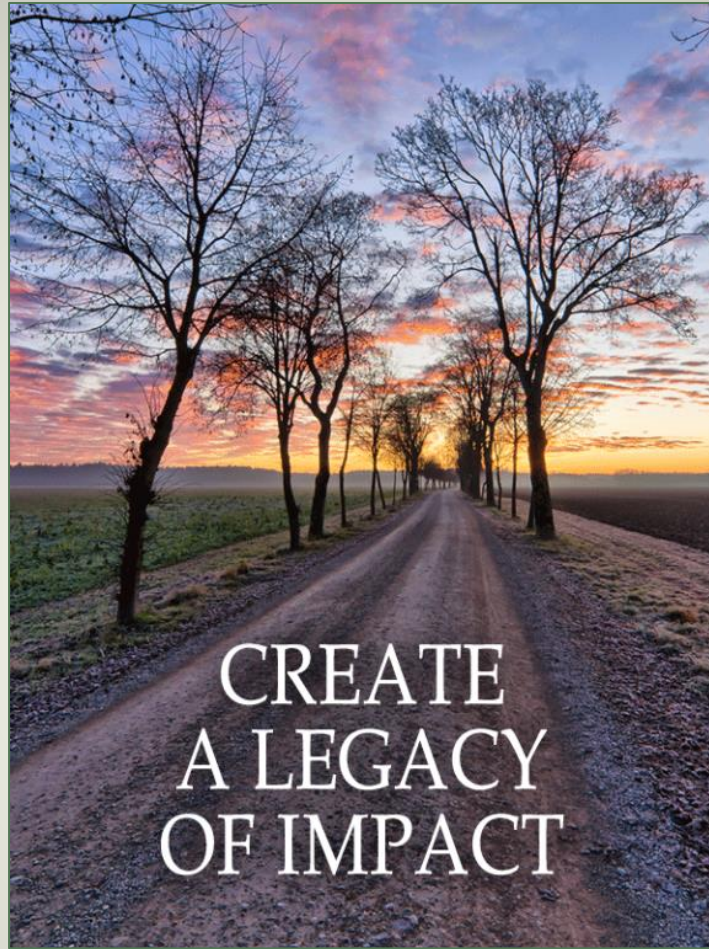
What are your goals, values, concerns, desires?

WHERE THE RUBBER MEETS THE ROAD

- Gather important paperwork
- Document everything that could be pertinent
- Seek out professionals
- Put words to your wishes
- Have the *conversation* with your family members
- Pass on family legacy gifts now

THE LIST

- Financial information and certificates
- Business documents
- Real estate and personal property documents
- Insurance policies and beneficiary designation forms
- Medical information
- Miscellaneous information
 - User names and passwords
 - Combinations to locks, storage unit key/code/location
 - Codes to alarm systems / cars
- Legacy documents, historical records, photographs



Do well so you can do good.



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THANK YOU