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**THREE HOUSEKEEPING TIPS!**

These are simple steps, often overlooked.

The circumstance with COVID19 is unprecedented, appeared without any advance notice and has yet to resolve. But, with the time you have now why not do a review of important documents to make sure they’re up to date and accessible.

When you get back to your normal routine, you will not have the time to do this basic planning.

**#1. DOCUMENT LOGINS & PASSWORDS**

* + - Write them down.
    - Print a copy.
    - Give them to someone you trust.

**#2. REVIEW YOUR WILL**

* + - Is it up to date?
    - Make sure people know where it is?
    - Make sure you have prepared a Living Will or Advanced Directive

**#3. CHECK YOUR BUY-SELL or OPERATING AGREEMENT**

* + - Is it up to date?
    - Do you know where it is?
    - Make sure someone you trust has access to it.
    - IF YOU DON’T HAVE A PARTNER you should still prepare a document that spells out your directives for the company if something should happen to you.

There are other key areas that should be addressed and your advisor can provide clear direction and help you prioritize tasks. But these should be easy steps. Print this page. Put it on your desk as a daily reminder until you have completed the three tasks!

Practice basic hygiene and maintain a sense of calm.