

DONE

- **1. Create an Emergency Survival Kit**
Make sure to include food and water for 3 days, first aid kit, portable radio, tools, candles, matches and flashlight with batteries.
- **2. Use Automatic Bill Pay**
Save time on paying your bills as well as ensure they're paid on time.
- **3. Scan Your Family Photos**
If you've been putting this off, do it this year. For added security upload them to an online archive in case of damage to your home.
- **4. Take an Inventory / Review Insurance Plans**
If something happened to your home, would you remember all of your items? Take pictures of your home, valuables (including serial numbers) and upload to an online archive.
- **5. Deep Clean Your Desk/Office**
De-clutter, clean, and purge or archive old records. Create new file headings if needed.
- **6. Update Your Budget**
Income, priorities and goals change. Re-evaluate what's important to you this year.
- **7. Start/Continue Planning for Retirement**
It's never too late or too early to start planning for retirement. If you are already contributing to a retirement plan, consider increasing your contribution.
- **8. Focus on Publications You Care About**
Unsubscribe from newsletters, mailing lists or magazines you don't care about. Focus on select few that you do and re-evaluate again next year.
- **9. Stop Shopping and Start Donating**
Having less stuff around is a great way to bring order and simplicity. Clean out storage areas and donate or sell useful items you no longer use.
- **10. Limit Your TV Time**
Only watch the programs you really care about and plan when you'll watch them.