



10 THINGS TO ACCOMPLISH THIS YEAR

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.