

§1-B: Your Follow-Up and To-Do List for Preparation of your “Everything” File®

While working your way through My “Everything” File®, you may find you don’t have all the information, documents, or equipment you need to complete it. So, here is a place for you to list the information, supplies, and equipment you discovered that you need to complete this document.

Information I need to obtain (and from whom):	Completed?
1. _____	<input type="checkbox"/>
2. _____	<input type="checkbox"/>
3. _____	<input type="checkbox"/>
4. _____	<input type="checkbox"/>
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29. _____	<input type="checkbox"/>
30. _____	<input type="checkbox"/>
31. _____	<input type="checkbox"/>
32. _____	<input type="checkbox"/>

People I need to contact (and what information is needed from them):

Completed?

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Documents I need to locate:

Completed?

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Equipment and supplies I need to purchase:

Completed?

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Miscellaneous other things I need to do:

Completed?

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