

## Getting Started on a Will

**Determine your assets:** List everything you own – money, property, life insurance, pension, investments – and how your property is owned, either individually or jointly. Develop a personal record book of assets and keep it updated

**Beneficiaries:** Identify and list the people, organizations, and causes that mean the most to you. Try to determine how you would like to divide your assets among those on the list.

**Executors:** Once you have reviewed your assets and listed your beneficiaries, it is important to name the person(s) who will see that your wishes are carried out. This person is designated as your executor. An alternative to your first choice should always be named.

**Formalize:** Consult an attorney. Employing an attorney ensures that your intentions are clear, concise, and in compliance with the specific requirements of the state.

**Secure:** Make sure that you secure copies of your will and that others know how to locate your will as well as identify your legal counsel.

**Review:** Periodically review and make updates to your will and other primary documents.