

THE BACKUP PLAN

How To Keep Your Address Book Up To Date

Your Mission, Should You Choose To Accept It...

...is to get the contacts in your address book organized, accessible and backed up for safe keeping. If you still have a real, physical address book, this how-to sheet is for you!

Hunting Down Those Scraps Of Paper

1

Grab all of those slips of paper, you've been keeping, with your friend's updated phone numbers and emails. And don't forget the addresses you tore off the Christmas card envelopes & the notes at the bottom of your purse. Now go update your address book!

Do you have more entries than you have space? Then consider keeping only the basic information you need in your main book -- like the landline and cell number plus one email address. Then relegate the rest of the numbers and information to one major address list on your computer. That way you have what you need at your fingertips without having to forage through every bit of information, just to find your aunt's phone number.

Keeping It Up To Date

2

If your book has more cross outs and erasures that it does entries, it might be time to rethink the type of address book you use. Even though it's a pain to have to change emails, addresses and phone numbers every time your friends or relatives move, one change doesn't mean you have to toss out the whole book and start over.

Here's a great solution that actually works. It's called [Circa smartPlanner Contacts](#), by Levenger. Each contact on the address book sheet is a separate perforated square. So if someone messes up your book by moving or getting a new phone number, all you have to do is tear out that entry and replace it with a new one, leaving the rest of your book intact. Brilliant!

Location, Location, Location

3

Always keep your address book in the same place, someplace that makes sense, like a drawer in the desk where you pay your bills or work on your computer. An address book is no good to you if it's hiding under your couch!

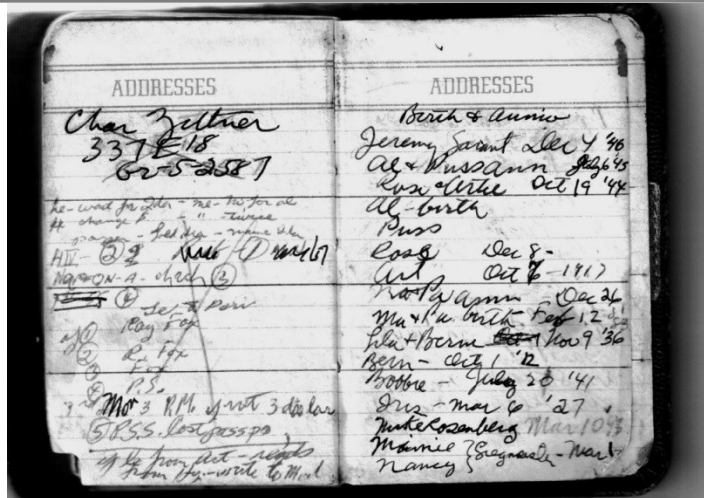


And Don't Keep It A Secret

4

When a friend of ours died suddenly, her husband couldn't find her address book, making him unable to notify a number of people about her death or invite them to her memorial service – us included.

Once your book is updated, tell your spouse, roommate, or if you live alone, your Mom or best friend, where you keep your address book, in case of emergency.



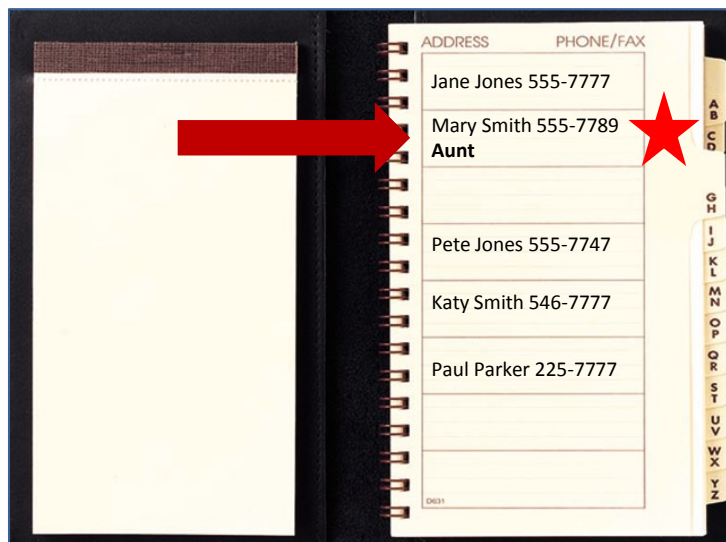
The Conversation

5

Have a quick conversation with your spouse, best friend or parent about which people you would want them to notify, if you were seriously injured.

To be safe, you can also put a star like this ** or other special mark next to each of those names in your address book.

Be sure to include a notation at the beginning of your address book, explaining the reason for the stars.



Now What Do I Do With It?

6

Copy or scan your address book once a year (or every six months if your friends move a lot). Save the copy in a different location than your book and a second copy in a secure file at work or in your **safe deposit box**.

We recommend scanning rather than a copier, so you'll be able to save your address book to your computer. Save an additional copy onto a portable hard drive or flash drive and place it along with your other vital documents in a safe deposit box. That way you'll be able to access your contacts in case your home is inaccessible in an emergency.

What's Next?

Well now that you're done updating your Address Book, here are More Amazing Things You Can Do In 5 Minutes Or Less

[Create Your Family's Evacuation Plan](#)

[Download and Back Up Your Digital Photos](#)

[Keep Your Medical History At Your Fingertips](#)

[Save Your Albums & Cassettes As MP3s](#)

[Earthquake Proof Your Bedroom](#)

[Fill Out Your Kid's Emergency Contact Card](#)

And don't forget to share this how to sheet with your family and friends!

For more Tips and How To Sheets like this one, visit [The Backup Plan Blog](#), or check out our books at [GetYourStuff Together.com](#)

*That Backup Plan of yours is coming along nicely.
Here are a few other resources you're gonna love...*

*Laura & Jan Greenwald
Authors/Creators of Get Your Stuff Together*



Our newest program [The Backup Plan 3.0](#)! Quick and easy steps you can take **right now**, to keep everything that's important to you, safe, sound and accessible. Each section covers a different area, from family photos, vital documents and music, to videos, computer files, family history and recipes. Just download the free Grab It & Go Forms and Action Plans (included), complete them and save them to your computer or use the ones right inside the book and you'll be ready to deal with emergencies small (a broken arm) or large (Superstorm Sandy). [Pick up your Paperback copy today at Amazon.com for \\$29.99](#) [Or the new Downloadable PDF Edition for \\$8.00.](#) [Read more about it](#)