

### 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 keep your contacts on your computer and have trouble keeping up with them, 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 get over to your computer and start updating your contacts.

#### Keeping Your Contacts Up To Date In Seconds...

# 2

Outlook or other computer based contacts are the easiest to maintain – but if you maintain them.

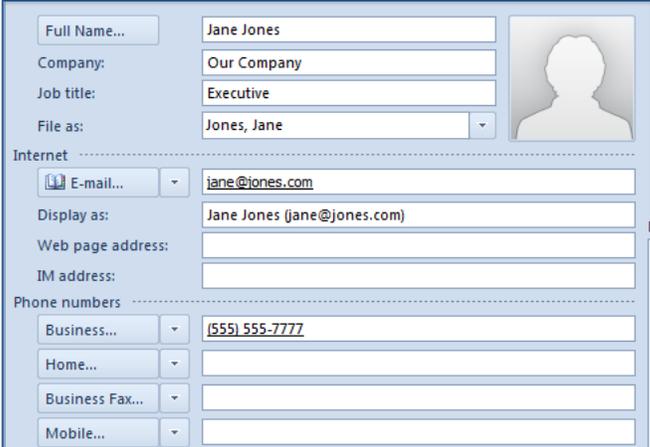
Every time you notice that a friend has updated information, take two seconds to update their entry in your contacts.

#### ...Or Once A Month

# 3

If you don't have time for two second updates, here's a great way to get them all done.

- Create a new folder on your computer desktop named "Contacts".
- Every time a friend sends you an email with updated contact info, or a new contact, save it and drop it into the folder.
- You can also simply create a Word document and save all those bits of information on that one page.
- Then on the day of your "appointment" make all the changes to your contacts, then delete the info in the folder or the entries on the Word document and start the month fresh.



The image shows a screenshot of a contact form, likely from Microsoft Outlook. The form is organized into sections: 'Full Name...' (Jane Jones), 'Company:' (Our Company), 'Job title:' (Executive), and 'File as:' (Jones, Jane). Below this is the 'Internet' section with fields for 'E-mail...' (jane@jones.com), 'Display as:' (Jane Jones (jane@jones.com)), 'Web page address:', and 'IM address:'. The 'Phone numbers' section includes fields for 'Business...' (555) 555-7777, 'Home...', 'Business Fax...', and 'Mobile...'. A placeholder profile picture is visible on the right side of the form.

#### Don't Keep The Location To Yourself

# 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

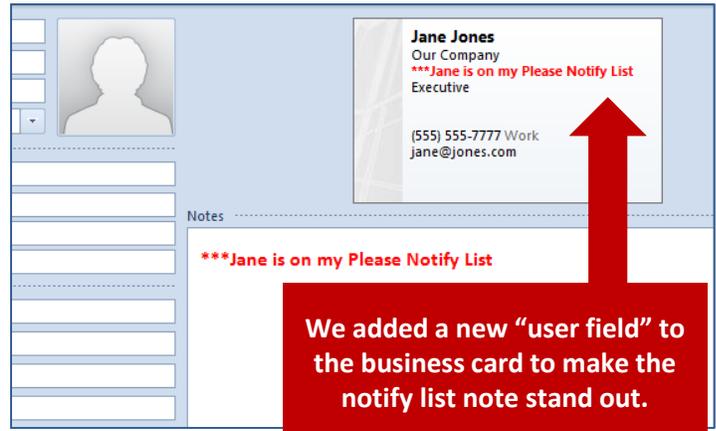
5

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.

You can also create a “notify” category in your contacts and put each person you’d want to notify of an accident or serious illness, in that category.

That way all your spouse, friend or parent would have to do is sort by the notify category and would instantly have a list of people to notify.

And be sure to have the same conversation with your spouse and parents so that you know who to notify if the situation were reversed.



## Okay My Contacts Are Updated. What's Next?

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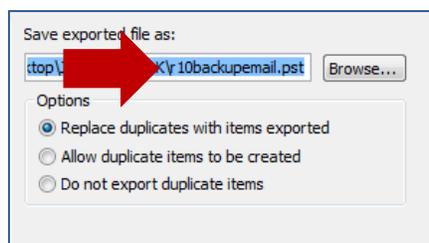
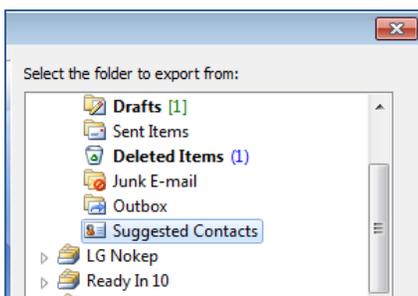
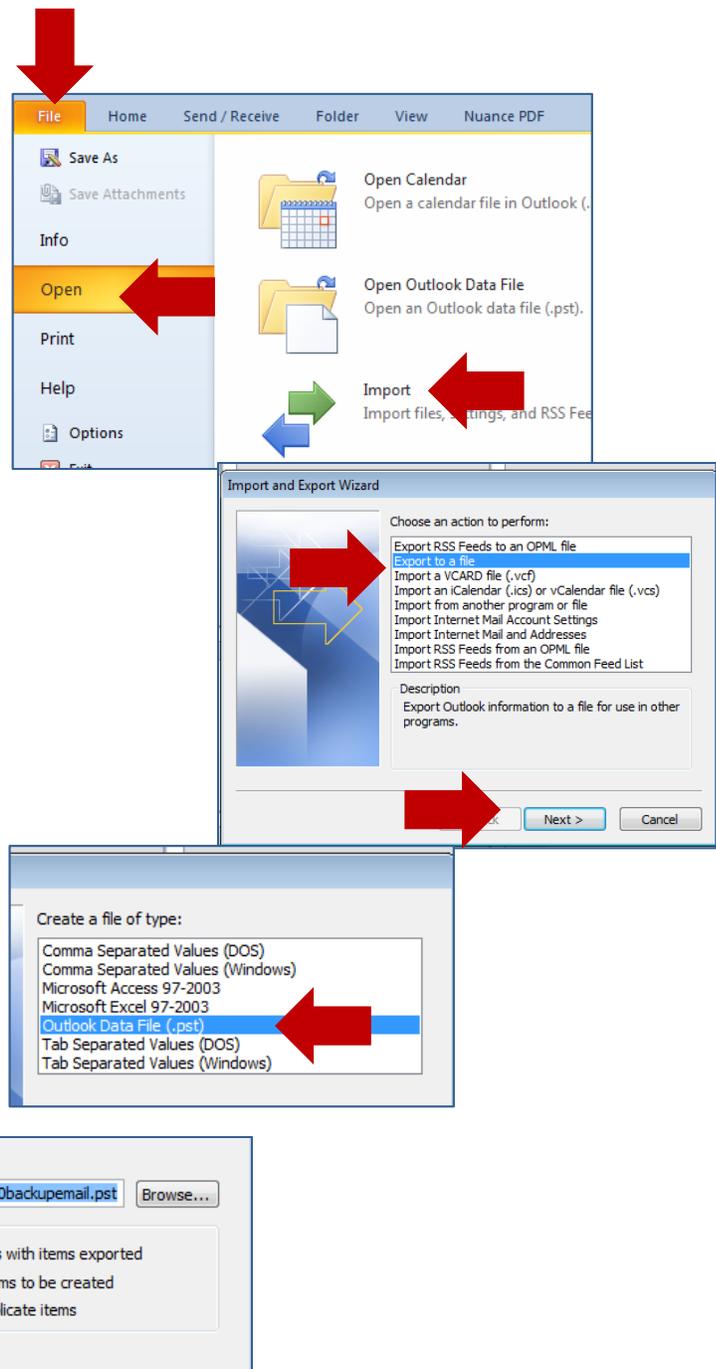
Back up your contacts!

If you've decided to make updates to your contacts once a month, then simply make a backup copy of your contacts the same day.

Depending on your software, you can export them or save them to a backup file just in case anything ever happens to your contact list.

Here is how it's done on Outlook:

- From the File menu, choose Open, then Import.
- Choose Export To A File, Click Next, then Choose file type (Usually Outlook Data File), then Click Next.
- Select the folder to Export From, then Click Next.
- Choose the folder where you want to save your contacts, name the backup file, then Click Finish.



# Location, Location, Location

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While you're at it, save an additional copy onto a portable hard drive or flash drive and put it in a safe deposit box with your other vital documents. 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 and backing up your Contacts, 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](#)

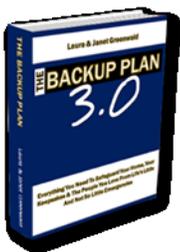
[Fill Out Your Kid's Emergency Contact Card](#)

**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](#)

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