



Missing Pieces Plan

Checklist

“Rich or poor, married or single, completing the Missing Pieces Plan will serve as an expression of love for your family.” —Jody Giles

- ☒ Give yourself and your loved ones the priceless gift of peace of mind by completing the Missing Pieces Plan.

☐ 1. CREATE OR UPDATE YOUR WILL

Do you have a Will? Is it updated? Do you know whom you want to serve as your Executor? Are your beneficiaries up to date? If you have children under 18, have you named guardians? *Do your guardians know your wishes? A Will allows you to decide who gets your “stuff” (beneficiaries), who handles the distribution of your stuff (Executor) and who will take care of your children (guardians).*

☐ 2. MAKE SURE BENEFICIARIES ARE UP TO DATE

Are your beneficiaries up to date on your retirement accounts, insurance policies? Do your beneficiary designations agree with your Will? *Many people don't know that beneficiary designations on retirement accounts and insurance policies take precedence over who is named in your Will. Thus, it is a good idea to make sure your beneficiaries are up to date.*

☐ 3. NAME A POWER OF ATTORNEY

Have you named someone to serve as your Power of Attorney to take over finances should you be unable? Have you thought about how your loved ones will access any online accounts you have? *Regardless of your age or stage in life, it is a good idea to have a Power of Attorney in place. Otherwise, should something happen without one, it can take weeks, or even months, to gain access to accounts. Additionally, many have accounts they manage online. It is prudent to consider how your Power of Attorney will have access to your accounts.*

☐ 4. COMPLETE YOUR ADVANCE CARE DIRECTIVES

If you become incapacitated, have you designated someone to make health care decisions for you? Do they know what your wishes are? *If you are unable to speak for yourself, naming a Health Care Power of Attorney to make decisions about your care gives your loved ones clear guidance in a very stressful time and could save them an enormous amount of distress.*

☐ 5. DRAFT A LETTER OF INSTRUCTION

Do you know what loved one you want to get “the pearls”? Grandfather's baseball cards? The china? Are there any heirlooms you can give away NOW? *Making arrangements for your heirlooms and personal belongings (and communicating them to loved ones, if possible) can lessen potential disputes as personal items that are of high sentimental value often cause the most contention.*

☐ 6. COMPLETE A LOVE LETTER

Will your loved ones know where to find all your “important documents”? Do you have all your ‘important’ documents in one place or at least documented where they all are? (Consider: a listing of your insurance policies, real estate, pensions, investments, passwords, etc.) *Leaving a ‘roadmap’ for your loved ones may save them countless hours of searching for your important documents and allow them to focus on what it is really important. Many times families are unaware of investments or insurance policies that could have a significant financial impact.*





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☐ 7. CONSIDER LONG-TERM CARE INSURANCE

Have you considered your options for long-term care insurance? For yourself? For your loved ones? *There are many long-term options to consider that provide assistance for various types of care, may reduce the burden placed on family and friends, and protect your assets from the cost of care.*

☐ 8. CONSIDER YOUR LIFE INSURANCE OPTIONS

Have you thought about how your family would pay for your funeral? Would they have 'enough' income to continue their current lifestyle if something were to happen to you? Have you considered using insurance to create inheritance, provide retirement income or higher education funding, or for your business? *Many people often don't realize the impact even of a small life insurance policy can have on a grieving family. Consulting with a life insurance agent to review all your life insurance options, regardless of age, is always a good idea.*

☐ 9. PRE-PLAN YOUR END OF LIFE CELEBRATION

Have you thought about how you would want to be celebrated at end of life? What type of tribute would you like to have? *By pre-planning your end of life celebration you allow your family to grieve your loss when you pass, not scramble to make arrangements. You are also giving them the gift of your presence.*

☐ 10. WHAT CAUSES AND CHARITIES ARE IMPORTANT TO YOU? WOULD YOU LIKE TO MAKE ANY PLANNED GIFTS NOW THAT BENEFIT HEIRS AND YOUR CAUSES?

This information may be helpful for loved ones when planning your tribute. And, you may also be surprised to know there are many planned giving techniques available that can benefit both your heirs and your causes.

☐ 11. CRAFT YOUR LEGACY

How would you like to be remembered? What do you want your legacy to be? *Your legacy is your story. Taking the time to document your story, your memories, your wishes and dreams will serve as a priceless gift for your loved ones and for generations to come.*

☐ 12. REVIEW YOUR PLANS USING THE "5 DS"

It is important to review your plans periodically. As a CPA, I suggest annually at tax time. However, at the very least, consider the "5 Ds": every decade, divorce, death of a loved one, decline in health or a new diagnosis.

Planning our wishes for end-of-life is not easy, but it is one of the greatest gifts we can give our loved ones. Those who die with pieces missing risk leaving their loved ones significantly unprepared with funeral expenses and planning, potential medical debts, possible legal expenses, tax obligations, and not to mention, the opportunity for tremendous stress and family discord.

82% of people say that it is important to put their wishes in writing, but only 23% have actually done it. We know it's important. So, let's do it! The Missing Pieces Plan is here to help you take this journey! Order your copy of the Missing Pieces Plan to help you fill in the missing pieces and give yourself and your loved ones' peace of mind.

