

# ORGANIZING YOUR VITAL DOCUMENTS

A step-by-step guide to organize  
your important information

**CONFIDENTIAL**

*What you need*  
*Why you need them*  
*When you need them*  
*Where to find them*  
*Who needs them*

By Karen L. Simon & Donna D. McMillan



## INTRODUCTION

### "Hindsight is 20/20"

Fires, floods, windstorms, earthquakes, thefts, major accidents, medical emergencies, debilitating health issues, and loss of life are devastating—emotionally, physically and financially. Life-changing events such as these, alert us to be prepared, at all times, for any type of loss.

**Congratulations!** By using this guidebook, you're taking the first step to protect yourself and your loved ones should "something" ever happen to you, your home, and/or your business. Maybe you're tired of frantically searching for important documents and information when you need it. So, you've finally made a decision just to get it all organized once and for all!

You will be guided through simple steps to identify, gather, contain and maintain what you and your family would need in a crisis or any situation when you need to prove your identity, ownership of possessions and property, or obligations. We've broken the process into manageable pieces so you can move at your own pace and you don't get overwhelmed.

When you are done, you'll breathe a HUGE sigh of relief knowing that it is all in one place (or two!) and you are protected!

***Organizing is a process ...  
it's not a one-day project.***

## What's YOUR Next Step?

*" I had heaps of unorganized and un-categorized data in the form of pieces of paper haphazardly tossed into binders. The information was valuable, but prohibited any practical function. Island Organizers transformed it in a way that matches my technical/digital comprehension so that I can implement and use it without delay."*

- Hiking Tour Guide

*" I used to spend all my time wading through email until I was taught to make folders. Now, I can work on a project and everything I need is in one place! What a timesaver!"* - Commercial Real Estate Agent

*"I bought so many gadgets that promised to get me organized. Nothing worked. One session with [Island Organizers] changed my life. It was the best To-Do I've ever done!"* - Business Attorney



**Get a jump start & get out  
from under YOUR information  
overload! Call us today.**

**Offices in Honolulu and Los Angeles  
808-943-2053 or 310-391-7392  
IslandOrganizers.com**

## ABOUT THE AUTHORS

Island Organizers is a partnership of Donna D. McMillan of McMillan & Company Professional Organizing and Karen Simon of PC Tech Associates.

Their mission is to meet the demand for expert, small business organizing and productivity professionals with the experience to apply successful solutions and training. They offer a unique blend of technology and productivity consulting, hands-on organizing, and training to help clients efficiently manage time, space and information.

Both Donna and Karen are active members of the National Association of Professional Organizers (NAPO) and the Hawaii Association of Professional Organizers (HAPO, Inc.). After many years of experience in small businesses and large corporations, each developed their own business to provide services tailored to clients' needs and to build long-lasting professional relationships. They discovered that their expertise and services go hand-in-hand and often came together to serve mutual clients. Their decision to collaborate as Island Organizers creates tremendous benefits in today's fast-paced, information-hungry business environment.



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