

Spring Cleaning? Start with your Filing Cabinet!

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Time to dust off your filing cabinet and get your financial house-keeping in order. Author Jane Blaufus offers 7 Sweat-Free Steps to help you get financially-sound this Spring.

TORONTO, Canada -- With spring arriving this week, our focus often turns to new beginnings, cleaning up the clutter and getting organized. For some, cleaning will reach a fever pitch with attacks on cupboards and drawers and donating unnecessary items to charity. But how often do we use this time to roll up our sleeves, dust off our filing cabinets and polish up our financial housewares?

Spring is a great time for a checkup in regards to getting your finances in order and making sure that all of your necessary documents are in one central place and easily accessible. However, it goes beyond just getting organized. It is also about having courageous conversations with yourself, then your loved ones and then engaging the proper 'professionals' to make sure you have all of the necessary plans in place. In addition, do the right people know where all of this information is if they need to gain access to it quickly. The worst time that someone can be thinking about all of this is *after* something has happened.

Here are 7 Easy and Sweat-Free 'Financial' House-Cleaning Tips to get you organized this Spring:

1. Make sure that everything that needs to be discussed with your partner and family has been, even the difficult conversations.
2. Make sure all of your information and documents have been compiled and placed in one central location.
3. Make sure that you have added your partners name to all household bill/utilities accounts so they are authorized to deal with company contacts.
4. Make sure you have had a conversation with the person you have chosen as your executor and have asked them to accept the role.
5. Make sure you have legal guardians appointed for your underage children and have asked them if they will take on this role.
6. Make sure you have recently reviewed your will, pre-estate documents for financial, and health matters to make sure they are up-to-date.
7. Make sure that the life, critical illness, disability insurance, etc., you have in place is adequate to meet 'today's' needs.

Financial spring-cleaning is often not top of mind for most people, but think about it for a moment, if having a well organized house makes you feel good and like you have taken charge, how critically important would it be for you to be in control if for some reason your life as you know it changes this Spring.

To find out more financial spring-cleaning tips visit www.janeblaufus.com. Follow Jane on Twitter @janeblaufus

Jane Blaufus is an Author, Professional Speaker and Catalyst for 'Courageous Conversations'. Her first book, **WITH THE OF A PEN™, Claim your life** was released in 2012. The second edition will be released in 2013, featuring a new forward by Chief Financial Commentator for CTV News Channel, Pattie Lovett-Reid, and a new chapter called Dating 201. She has been featured on the CTV National News Channel, CBC's Lang and O'Leary Exchange, CHCH Morning Live, and CTV News at Noon.

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