



CHESHIRE
LIVING WELL DYING WELL
PARTNERSHIP

CHANGING KNOWLEDGE, ATTITUDE AND BEHAVIOUR TOWARDS LIFE, AGE, DEATH AND LOSS

ALL ABOUT ME GUIDANCE BOOKLET

INTRODUCTION

Developing an All About Me folder will enable you to write down and store important information about your life.

Keeping information in one place will make things easier for you and your family if you are unable to look after your affairs, express your interests and following your death. It is important that we do this because our plans and wishes are more likely to be carried out if we write things down.

The All About Me folder will also make things easier now – especially if you tend to mislay documents or forget about some of the many things we need to remember.

This booklet provides you with advice and top tips to develop your All About Me folder in an enjoyable, easy and affordable way.

WHAT DOES IT INVOLVE?

There are six steps to take.

1. Take a look at the All About Me templates that have been produced in each of the categories listed below:

- Personal details
- All About Me
- Family, friends and important people
- Pets
- Financial information
- Health
- Funeral plans
- Legacy
- Important documents
- Computers and the internet

2. Decide which templates are important to you and print them out or complete them on your computer.

3. Place your completed templates and any photographs, documents, personal notes or other items in you folder.

4. Store your folder in a safe but accessible place.

5. Inform your loved ones that you have completed an All About Me folder and tell them where it is kept.

It is important to check your information on a regular basis and make any necessary alterations as a result of your changing circumstances.

STORING YOUR INFORMATION

There are two ways to store your information.

Store your information in a ring binder folder. The completed templates along with photographs, notes and other items can be placed in plastic pocket folders that are stored in the ring binder.

Store your information in a folder on your computer. If you do this, it is important that you ensure that the people you would like to see your folder are able to access your computer and locate the folder.

Of course, your folder could be kept both as a ring binder and a computer folder.

SAFETY FIRST

The folder should be kept in a safe place. It is important to tell a small number of trusted family members or friends where you keep it. If you have a special place for emergency information, you could leave a note saying where your All About Me information is.

It is important **not** to include bank account numbers, passwords, PIN numbers or other sensitive information in they fall into the wrong hands.

COMPUTERS AND THE INTERNET

It is important to consider what will happen to the data kept on your computer, laptop and smartphone and stored on the internet following your death.

The Law Society recommends that people should leave clear instructions about what should happen to their online accounts and assets after their death. Having a list of all your online accounts, such as email, banking, investments and social networking sites will make it easier for family members to piece together your digital legacy and adhere to your wishes.

You may want to ensure that important items on your computer are preserved and passed onto family and friends. Again, to do this it is important to leave clear instructions, which will enable them to access your treasured items.

It is important **not** to include passwords. For advice about security, access and ownership issues, please contact a solicitor or the Citizens Advice Bureau.

Remember to create a copy of your content in case your computer suffers a major failure. Your content could be copied onto a CD or DVD and kept away from the computer. Don't forget to tell people where it is.

IMPORTANT INFORMATION

The All About Me folder will help ensure that your plans and wishes are carried out. Preparing the folder when we are healthy means that we are prepared if the unexpected happens.

Remember to check your folder on a regular basis and make any necessary alterations as a result of your changing circumstances.

All About Me is **not** a legal document and is **not** an alternative to a will, a Lasting Power of Attorney or an Advance Decision to Refuse Treatment. For advice about these legal matters, please contact a solicitor or the Citizens Advice Bureau.

Cheshire Living Well Dying Well Partnership Champions,
Volunteers and Staff have developed the All About Me folder

**FIND OUT MORE ABOUT THE
CHESHIRE LIVING WELL, DYING WELL PARTNERSHIP**

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