

Your checklist for planning ahead

You may want to use the following checklist to help you plan your future care. Keep this in a safe place with any other documents about planning ahead.

1 Your planning ahead checklist

| Planning ahead record | Yes/No | Other information |
|--|--------|---|
| Have you made a will? | | Where is it? Who knows where it is? |
| Have you written a record of your wishes for your future care? | | Where is it? Who knows where it is? |
| Have you made an Enduring Power of Attorney? | | Where is your Enduring Power of Attorney document? Who is your attorney? |
| Have you written an Advance Decision to Refuse Treatment (ADRT)? | | Where is it? Who have you talked to about it? |
| Have you made decisions about organ and tissue donation? | | Do you need to register a decision to opt out? |
| Have you made a funeral plan? | | Where is it? Who knows about your plan? |

2 Your contacts checklist

| Person to speak to | Yes/No | Their contact details |
|--|--------|-----------------------|
| Have you spoken to health and social care professionals about your wishes? If so, has an Advance Care Planning Summary been completed on your behalf? | | |
| Have you spoken to a family member or friend about your wishes? | | |
| Have you involved a solicitor in your plans? For example, have you involved them in your will or Enduring Power of Attorney? | | |
| Have you appointed someone to be the executor of your will? | | |

3 Your information and documents checklist

| Information/document | Who knows where this is kept? | Notes |
|---|-------------------------------|-------|
| Birth certificate | | |
| National Insurance (NI) number | | |
| Bank account details | | |
| Life insurance policy details | | |
| Home insurance policy details | | |
| Car insurance policy details | | |
| Marriage or civil partnership certificate | | |
| Passwords You may want to share certain passwords with someone you trust. For example, so they can use your computer, phone or tablet. Or so they can manage some online or social media accounts for you. | | |