

A stack of white papers, slightly blurred, on a light blue background.A round clock with a white face and black numbers, on a pink background.

# **Organizing Your Life for You and Your Family**

A stack of white papers, slightly blurred, on a light green background.A round clock with a yellow face and black numbers, on a yellow background.

**Pete Conklin  
Personal Affairs Management LLC**

# Overview

- Introduction – 9:30 a.m.
- Paper Management
  - Why
  - What
  - Where
- Time Management
- Relationships
- Resources
- Conclusion



# Paper Management

- Why
- What
- Where



# Time Management

- RPM
- Chunking
- Five Steps



# Relationships

- Professional
- Family



# Resources

- American Society on Aging
- National Council on Aging
- All Area Agencies on Aging
- Society of Certified Senior Advisors
- American Association of Daily Money Managers



# Conclusion

- Questions and Answers

