FREE SAMPLE

The opening pages of

Digital Asset Inventory Workbook

Read these pages exactly as they appear in the full guide.
Nothing here is rewritten or summarised — it is the product itself,
so you can judge the depth before you spend a dollar.

The full guide: https://everready-family.com/product/ER-DAI-001

EverReady Family — instant PDF download after checkout.



EVERREADY FAMILY

Digital Asset & Account Inventory

The executor-facing “where everything lives” record

KEY FACTS AT A GLANCE

10 inventory sections · emergency quick-start · annual review log
The hard rule: this book records WHERE secrets are kept —
never the secrets themselves. No passwords. No seed phrases. No PINs.
Store the finished book in a safe deposit box or a fire safe.
Tell your executor this book exists, and where it lives, today.

A workbook for the person organizing their digital life —
and the executor who will one day need to find all of it.

An organizational tool. Not legal, tax, or security advice.

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SAMPLE EXCERPT — full guide available at the link on the cover sheet

How to use this book

This book was written for **two readers.** The first is you — the person filling it in today, getting your digital life organized. The second is your **executor** — the person who will one day need to find your email, your bank accounts, your photos, and your passwords, probably while grieving and definitely under time pressure. Every page serves both of you: you write down where things live, and your executor follows the map.

What goes in here — and what doesn't

This is the **"where everything lives"** record. For every account, device, and subscription you own, you record **where it is and how an authorized person gets in** — the provider, the username, which device holds the login, and where the password is stored. You do **not** write the password itself in this book. That rule is the backbone of the whole system, and the next page explains exactly why and how it works.

How to fill it in

1. **Work section by section.** Start with Section 3, the password manager — it's the master key that unlocks nearly everything else. Then email (Section 1), financial accounts (Section 2), and devices (Section 4). The rest can follow in any order.
2. **"Where" answers are enough.** Most fields ask for locations, not secrets: "sealed envelope in safe deposit box #412," "password manager vault," "filed under Insurance in the desk." If you can answer where, you've done the job.
3. **Fill it in on the computer or by hand.** The PDF fields are fillable — type straight into them and save a copy. Or print it and use a pen. Either way, the finished book lives on paper in a safe place (next page).
4. **You don't have to finish it in one sitting.** An hour with your phone beside you covers the big sections. The small stuff — streaming logins, old forum accounts — can wait for the annual review.
5. **When your executor opens this book,** the first thing they'll read is the emergency quick-start on page 5. Everything after that is the full inventory, in the order they'll need it.

The one sentence that matters most

Tell your executor — today, out loud, in person or on the phone — that this book exists and where it is kept. The most complete inventory ever written is worthless if nobody can find it when the time comes.

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The security rules

A book that maps your entire digital life is powerful in the right hands and dangerous in the wrong ones. These seven rules keep it the first kind. They're simple, and they don't bend.

1. **WHERE, not WHAT.** This book records where a secret is kept — never the secret itself. Write “sealed envelope in safe deposit box,” not the password. Write “seed phrase engraved on steel plate in the fire safe,” not the twelve words. The pointer goes here; the secret lives somewhere else.
2. **These things never go in writing in this book:** passwords, seed phrases, PINs, full account numbers (last four digits only), and answers to security questions. If you're tempted to write one down ‘just this once,’ that item belongs in the password manager or the sealed envelope — not here.
3. **The two-place rule.** Every secret this book points to lives in exactly one other secure place: your password manager, a sealed envelope in the safe deposit box, or the fire safe. Two places, total — this book and the secret's home. Not three, not a sticky note, not an old email to yourself.
4. **Store the finished book like it matters — because it does.** A safe deposit box or a fireproof safe. Not a desk drawer, not the top of the filing cabinet, not the cloud drive everyone in the house can open.
5. **Decide who gets access, and when.** While you're living, this book is yours. Your executor or successor trustee gets access when they need it — which means they must know it exists and where it lives long before that day. Write their name below.
6. **If you keep a digital copy, encrypt it.** A filled-in PDF emailed to yourself or sitting in an open cloud folder defeats the whole system. Password-protect the file, and keep that password with your other secrets — not in the file name, not in the email.
7. **Review it once a year.** Passwords change, accounts open and close, phones get replaced. A map that's two years out of date sends your executor down dead ends. The review log at the back of this book makes the annual check a fifteen-minute job.

Who knows about this book

Write it down. If it's only in your head, it's a secret — not a plan.

Executor / successor trustee name

How to reach them

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