



## LAWSON FINANCIAL GROUP

Gray Divorce Financial Planning

(919) 247-3700

*bello@LawsonFinancialGroup.com*

LawsonFinancialGroup.com

Blog: *The Gray Girlfriend's Guide to Divorce*

### Getting Organized

If divorce is at your doorstep, you need to develop an organizational system that will help you navigate the sea of paperwork. You will save time and money as well as lower your stress level if you can quickly put your hands on a document the moment your attorney or CDFA asks for it.

At Lawson Financial, we provide our clients with a special accordion file. An accordion file is a great way to keep everything in one place, AND, it's portable; you can bring it to your meetings. We label the tabs specifically for your situation, including the six outlined below:

- Essential Financial Information\*
- Documents for my Attorney
- Documents from my Attorney
- Documents for my CDFA
- Documents from my CDFA
- To-Do Lists

If you have never made a To-Do List, now's the time to start. With so much to remember during this stressful time, it is easy for things to fall through the cracks; you are only human after all. There are various smart phone applications and computer programs that can help you track tasks and appointments, or, if technology is not your thing, purchase a simple appointment book at any office supply store and **refer to it daily**. Use one appointment book for everything and make sure to record the deadlines for everything; you don't want to keep your attorney waiting for a document you promised because you forgot about it.

\*For a list of the essential financial information you need, go to [www.lawsonfinancialgroup.com](http://www.lawsonfinancialgroup.com). Click on the **Resources** tab, then download the **Document List** under **New Client Documentation**.