ORGANIZE A MASTER INFORMATION LIST

Okay, it's the computer age and we all know it's here. That means you have more passwords and logins and stuff than you know what to do with.

Well, Cragsman, I think this is going to be a simple task. But I think this is going to be a very necessary task that you might continue to use for the rest of your life.

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EARN THIS NUGGET

* Create the start of your "doomsday" list and find a secure place to keep it, whether in an app, or on a hard drive, or under your pillow. Just somewhere.
* Make sure you make and maintain a backup.

• Now there are, of course, password managing apps and software out there and they are good. But we are going to make ourselves a cheat sheet that we constantly add to and update.

• This sheet needs to be somewhere very secure, because it is where you will store a lot of important information that you can't possibly remember.

• As you create a new account, make sure you put your username and password on your sheet.

• Passwords and logins are just the beginning. As you get jobs, you'll have more and more important information that you are expected to have at your fingertips: employee number, IP addresses, server set up information, web hosting information, social security, mortgage number, passport number, driver's license number. The list is endless. This is the type of stuff that can be emailed to you, and then you get a new computer and before you know it, you can't track any of it down. Or it simply is not at hand when you need it.

So that is the concept. It's my "doomsday" list of my important information that I might not need this week or this month. But I will need it and having it all in one place is a lifesaver.

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