

The First 7 Days Legacy Checklist

One story. Enough context. Someone who can open it.

Use a phone and a story you are comfortable sharing. Audio or writing works too. Take seven days, or use a pace that suits your life.

Fill in or print. Save a copy first; test one entry, save, and reopen it.

☐ **DAY 1** Choose who this is for

Name the person, what you want to preserve, and what stays private. Ask before recording anyone else.

For / what I want to preserve / what stays private

☐ **DAY 2** Choose one easy story

A first job, a family meal, or the story behind a photograph is enough. Note the people, place, and approximate year.

Story / people / place / approximate year

☐ **DAY 3** Give it a home

Make a Living Archive folder. Arrange a second copy on a separate device or service; another folder on this device is not enough.

Original folder (no passwords)

Separate copy location

☐ **DAY 4** Make a one-minute test

Record, play it back, and check that the words are clear. Adjust the noise or microphone distance if needed. Writing? Read a short test passage.

What I checked or adjusted

From Before They Have to Guess by Arthur Hollis

Keep your completed copy private. Share only what you intend to share.

Make it something they can use.

You are preserving the explanation as well as the event: who was there, why it mattered, and how you saw it.

☐ **DAY 5** Tell the story

Five minutes is plenty; a shorter recording still counts. Include one detail your listener would otherwise have to guess.

Descriptive title / recorded file name

☐ **DAY 6** Save it and check the copy

Save and back up the original. Keep the title and context with it. Open the second copy to check it. Add a checked transcript if practical.

Second copy opened and checked on (date)

☐ **DAY 7** Let someone try it

Ask one willing person you have authorized to find and play the story, or open the written version. Fix the first thing that confuses them.

What confused them / what I fixed (or no problem found)

Your first finish

Tick these when they are true. You already have a working living archive.

☐ One original story

☐ A clear description

☐ A checked second copy

☐ A listener who can open it

The next story I want to tell

From Before They Have to Guess by Arthur Hollis

The Living Archive Workbook offers more prompts and reusable worksheets.