

excel estate planning template

excel estate planning template offers a practical and efficient solution for organizing and managing estate planning documents. This tool simplifies the complex process of estate planning by providing a structured, customizable format to record essential information, including assets, liabilities, beneficiaries, and legal instructions. Utilizing an Excel estate planning template can enhance clarity, reduce errors, and facilitate communication with family members and legal advisors. This article explores the key features, benefits, and best practices for using an Excel estate planning template effectively. Additionally, it provides insights into customization options and how to integrate this tool into a comprehensive estate planning strategy.

- Understanding the Excel Estate Planning Template
- Key Features and Components
- Benefits of Using an Excel Estate Planning Template
- How to Customize an Excel Estate Planning Template
- Best Practices for Effective Estate Planning with Excel
- Common Mistakes to Avoid

Understanding the Excel Estate Planning Template

An Excel estate planning template is a pre-designed spreadsheet that helps individuals and families organize critical estate planning information in one centralized location. This tool is designed to track assets, liabilities, personal information, and directives related to wills, trusts, and powers of attorney. The template's spreadsheet format allows for easy data entry, calculations, and updates, making it accessible for users with varying levels of financial knowledge. Employing an Excel estate planning template provides a systematic approach that complements traditional estate planning documents and legal advice.

Purpose and Scope

The primary purpose of an Excel estate planning template is to consolidate all relevant estate information to facilitate decision-making and ensure that the estate is distributed according to the individual's wishes. This includes documenting financial accounts, real estate holdings, insurance policies, and digital assets. The scope of the template can vary—from simple asset inventories to comprehensive records including legal contacts, executor details, and funeral wishes.

Who Can Benefit from Using This Template?

This template is beneficial for individuals seeking to organize their estate efficiently, financial planners assisting clients with estate management, and attorneys who require a clear overview of a client's assets. It is particularly useful for those who prefer a hands-on approach to estate planning and want to maintain control over their estate details without relying solely on external services.

Key Features and Components

An effective Excel estate planning template includes several vital components that cover all aspects of estate management. These features ensure thorough documentation and easy navigation through complex estate details.

Asset Inventory

This section catalogs all tangible and intangible assets, such as real estate, bank accounts, investments, vehicles, and personal property. It typically includes columns for asset description, ownership, value, and location.

Liabilities and Debts

Recording outstanding debts is essential for an accurate estate valuation. This part lists mortgages, loans, credit card balances, and other liabilities, along with creditor information and payment terms.

Beneficiary Information

The template includes a dedicated area to specify beneficiaries for different assets and accounts, detailing their relationship to the estate owner and contact information.

Legal and Executor Details

This component stores critical information about the will, trusts, powers of attorney, and the designated executor or trustee responsible for managing the estate after death.

Additional Sections

- Insurance Policies
- Funeral and Burial Instructions
- Digital Assets and Passwords
- Important Contacts and Advisors

Benefits of Using an Excel Estate Planning Template

Utilizing an Excel estate planning template offers numerous advantages that improve the overall estate planning process. These benefits contribute to better organization, increased transparency, and reduced potential conflicts among heirs.

Enhanced Organization and Accessibility

The structured format allows users to keep all estate-related information in one easy-to-access file. Excel's features such as filtering, sorting, and formula calculations assist in maintaining up-to-date records efficiently.

Cost-Effective and Customizable

Excel templates are generally free or low-cost compared to professional estate planning software. They are highly customizable, enabling users to tailor the layout and content to meet specific estate planning needs without requiring advanced technical skills.

Improved Communication

Sharing the template with family members, executors, and legal advisors simplifies the communication process. It ensures that all parties have accurate and consistent information, reducing misunderstandings and facilitating smoother estate administration.

Supports Strategic Planning

By providing a clear overview of assets and liabilities, the template helps identify gaps, tax implications, and opportunities for estate optimization. This insight supports strategic decisions such as setting up trusts or charitable donations.

How to Customize an Excel Estate Planning Template

Customization is key to making the Excel estate planning template an effective tool tailored to individual circumstances. Several steps ensure the template fits personal and legal requirements precisely.

Identify Relevant Sections

Start by reviewing the template's default sections and determine which areas apply to the estate. Remove unnecessary sections and add new ones that

address specific needs, such as business interests or special care instructions for dependents.

Incorporate Formulas and Functions

Leverage Excel's capabilities by adding formulas to calculate total asset values, net estate worth, or outstanding debts automatically. Conditional formatting can highlight critical data, such as overdue liabilities or significant asset changes.

Protect Sensitive Information

Use password protection and cell locking features to safeguard sensitive data. Restrict editing rights to authorized users to maintain data integrity and confidentiality.

Update Regularly

Set reminders for periodic reviews and updates to reflect changes in asset values, beneficiaries, or legal documents. Maintaining current information is essential for the template to remain a reliable estate planning resource.

Best Practices for Effective Estate Planning with Excel

To maximize the benefits of using an Excel estate planning template, certain best practices should be followed. These practices ensure accuracy, security, and usability of the estate plan.

Keep Documentation Comprehensive

Include all relevant financial accounts, property details, and legal documents. Omitting information can lead to confusion or disputes during estate settlement.

Maintain Data Accuracy

Verify all entered data, such as account numbers and values, to prevent errors. Cross-check information with official documents regularly.

Coordinate with Legal Professionals

While the Excel template helps organize information, it should complement, not replace, professional legal advice. Collaborate with estate planning attorneys to ensure compliance with laws and proper execution of wills and trusts.

Secure Backup and Storage

Store the Excel file in secure locations, including encrypted digital backups and, if necessary, physical copies. This measure protects against data loss or unauthorized access.

Communicate the Plan

Inform key family members or executors about the existence and location of the estate planning template. Clear communication prevents delays and confusion during estate administration.

Common Mistakes to Avoid

Despite its advantages, improper use of an Excel estate planning template can lead to issues. Awareness of common pitfalls helps ensure the tool's effectiveness.

Incomplete Information

Failing to list all assets and liabilities compromises the accuracy of the estate overview and may lead to unintended heirs or overlooked debts.

Lack of Updates

Estate plans are dynamic; neglecting to update the template after major life events such as marriage, divorce, or inheritance can render it obsolete.

Overreliance on the Template

Relying solely on the Excel file without proper legal documentation and advice can result in disputes or legal challenges.

Poor Security Measures

Not securing the template increases the risk of unauthorized access, identity theft, or tampering with sensitive information.

Ignoring Legal Requirements

Each state or jurisdiction may have specific estate planning laws. Failure to comply with these can invalidate parts of the plan despite detailed record-keeping in the template.

Frequently Asked Questions

What is an Excel estate planning template?

An Excel estate planning template is a pre-designed spreadsheet that helps individuals organize and manage their estate-related information, such as assets, liabilities, beneficiaries, and wills, in a structured and easily accessible format.

How can I use an Excel estate planning template effectively?

To use an Excel estate planning template effectively, input all relevant data about your assets, debts, beneficiaries, and instructions clearly, update it regularly, and share a copy with your estate planner or attorney to ensure your wishes are accurately documented.

Are Excel estate planning templates customizable?

Yes, Excel estate planning templates are typically customizable, allowing users to add or remove sections, adjust categories, and personalize the template to fit their specific estate planning needs.

Where can I find free Excel estate planning templates?

Free Excel estate planning templates can be found on websites like Microsoft Office's template gallery, template.net, Vertex42, and other personal finance or legal resource sites offering downloadable spreadsheet templates.

Can an Excel estate planning template replace a professional estate planning service?

No, an Excel estate planning template is a helpful organizational tool but does not replace professional legal advice or services. It is recommended to consult with an estate planning attorney to ensure your plan complies with laws and effectively meets your goals.

What key sections should an Excel estate planning template include?

Key sections in an Excel estate planning template should include personal information, asset inventory, liabilities, beneficiary details, will and trust information, power of attorney contacts, funeral instructions, and notes for special wishes.

Is it safe to store estate planning information in an Excel template?

Storing estate planning information in an Excel template can be safe if proper security measures are taken, such as password protection, encryption, and secure backups. However, sensitive information should be handled

cautiously to prevent unauthorized access.

Can Excel estate planning templates help in estate tax calculations?

Yes, some advanced Excel estate planning templates include features to estimate estate taxes based on asset values and applicable tax laws, helping users understand potential tax liabilities and plan accordingly.

Additional Resources

1. Mastering Excel for Estate Planning: Templates and Tools

This book provides comprehensive guidance on using Excel to streamline estate planning processes. It includes ready-to-use templates for wills, trusts, asset inventories, and beneficiary designations. Readers will learn how to customize spreadsheets to fit individual estate needs, improving accuracy and efficiency.

2. Excel Templates for Estate Planning Professionals

Designed specifically for estate planners and attorneys, this book offers a collection of practical Excel templates tailored for client management, asset tracking, and tax calculations. It explains how to automate complex calculations and organize client information securely. The book also includes tips on integrating Excel with other estate planning software.

3. Estate Planning Simplified with Excel: A Step-by-Step Guide

This guide breaks down the estate planning process into manageable steps supported by Excel templates. It helps users create detailed inventories, calculate inheritance shares, and manage trust distributions. The book focuses on making estate planning accessible to novices through clear instructions and examples.

4. Advanced Excel Techniques for Estate Planning and Wealth Management

Targeted at experienced estate planners, this book explores advanced Excel functions such as macros, pivot tables, and data visualization. It demonstrates how to build dynamic estate planning models that adjust to changing tax laws and asset values. Readers will enhance their ability to present complex estate scenarios to clients.

5. DIY Estate Planning Using Excel Templates

Perfect for individuals looking to manage their own estate planning, this book offers easy-to-use Excel templates for wills, power of attorney, and healthcare directives. It includes practical advice on organizing personal and financial information to ensure a smooth estate settlement. The book emphasizes simplicity and accuracy for non-professionals.

6. Excel-Based Estate Planning Checklists and Templates

This book compiles a variety of checklists and templates designed to cover every aspect of estate planning. It helps users track important documents, deadlines, and legal requirements with customizable Excel spreadsheets. The resource is ideal for both professionals and individuals wanting to stay organized.

7. Financial Modeling for Estate Planning in Excel

Focusing on the financial aspects of estate planning, this book teaches readers how to build models that project estate growth, tax liabilities, and cash flow needs. It provides Excel templates that incorporate investment

performance and distribution strategies. The content is suitable for financial advisors and estate planners seeking robust analytical tools.

8. *Excel Strategies for Trust and Estate Administration*

This book covers the administrative tasks involved in managing trusts and estates, using Excel as the primary tool. It offers templates for tracking trust assets, distributions, expenses, and beneficiary information. The book guides administrators through complex scenarios, helping ensure compliance and accurate record-keeping.

9. *Estate Planning Data Management with Excel*

Focusing on data organization, this book helps estate planners and clients maintain comprehensive and accessible records using Excel. It includes templates for asset inventories, beneficiary details, and legal documents. Readers learn best practices for data security, version control, and collaboration within Excel.

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Excel Estate Planning Template: Secure Your Legacy with Confidence

Are you overwhelmed by the complexities of estate planning? Do you dread the thought of leaving your loved ones with a tangled mess of legal and financial issues after you're gone? Don't let the fear of the unknown leave your family vulnerable. Take control of your future and secure your legacy with the Excel Estate Planning Template - your comprehensive guide to a simpler, more organized estate plan.

This ebook eliminates the costly legal fees often associated with estate planning, allowing you to create a personalized plan from the comfort of your home. We understand the frustration of navigating complex legal jargon and the anxiety of ensuring your wishes are carried out. This template simplifies the process, breaking down the estate planning process into manageable steps.

Inside, you'll discover:

"The Ultimate Estate Planning Guide" by John Smith

Chapter 1: Introduction to Estate Planning - Understanding the basics and why you need an estate plan.

Chapter 2: Asset Inventory & Valuation - A step-by-step guide to identifying and valuing all your assets.

Chapter 3: Beneficiary Designation – Clearly outlining who inherits what and ensuring your wishes are followed.

Chapter 4: Will Creation & Execution – Creating a legally sound will with the help of our provided template.

Chapter 5: Power of Attorney & Healthcare Directives – Protecting your interests with legally sound documents for decision-making.

Chapter 6: Tax Planning Considerations – Minimizing taxes and maximizing inheritance for your loved ones.

Chapter 7: Digital Asset Management – Securing and distributing your online accounts and information.

Chapter 8: Review & Updates – Understanding the importance of regular review and updating your estate plan.

Chapter 9: Conclusion & Next Steps – Further resources and recommendations for ongoing estate planning.

Excel Estate Planning Template: A Comprehensive Guide

Chapter 1: Introduction to Estate Planning

Estate planning isn't just for the wealthy; it's a crucial step for everyone who owns assets and cares about their loved ones' future. It's the process of planning for the management and distribution of your assets after your death or incapacitation. Without a proper plan, your assets might be distributed according to state laws, which might not align with your wishes. This could lead to family disputes, lengthy legal battles, and significant financial losses for your heirs. This chapter establishes the foundation for understanding why estate planning is essential, regardless of your net worth. We'll cover common misconceptions about estate planning and highlight its importance in protecting your family and legacy.

Keywords: estate planning, will, trust, probate, asset protection, inheritance

Chapter 2: Asset Inventory & Valuation

This chapter is the cornerstone of effective estate planning. A detailed inventory of all your assets is critical. This includes real estate (houses, land), bank accounts, investment accounts (stocks, bonds, mutual funds), retirement accounts (401(k), IRA), personal property (vehicles, jewelry, collectibles), and even digital assets (online accounts, intellectual property). Accurate valuation is equally

important. While you might not need professional appraisal for every item, you should aim for reasonable estimates to ensure your beneficiaries receive a clear picture of your estate's worth. This chapter provides practical tips and resources for accurately valuing different asset types.

Keywords: asset inventory, asset valuation, real estate, financial assets, personal property, digital assets, appraisal

Chapter 3: Beneficiary Designation

Knowing who inherits what is paramount. This chapter focuses on the crucial step of designating beneficiaries for your various accounts. Many accounts (retirement accounts, life insurance policies) allow you to name specific beneficiaries who will receive the funds directly upon your death, bypassing the probate process. Understanding the implications of beneficiary designations, including potential tax implications and the differences between primary and contingent beneficiaries, is crucial. This chapter provides clear guidance on completing beneficiary designation forms accurately and effectively.

Keywords: beneficiary designation, beneficiary forms, life insurance, retirement accounts, probate, estate taxes

Chapter 4: Will Creation & Execution

A will is a legal document outlining your wishes for the distribution of your assets after your death. This chapter provides guidance on creating a legally sound will. While using a template is helpful, it's crucial to understand the legal requirements for your state. We'll cover essential elements of a will, including appointing an executor (the person responsible for carrying out your wishes), naming guardians for minor children, and specifying how your assets should be distributed. The chapter also highlights the importance of proper execution, including witnessing and notarization requirements.

Keywords: will, testament, executor, guardian, probate, will execution, legal requirements, testator

Chapter 5: Power of Attorney & Healthcare Directives

This chapter covers crucial legal documents that protect your interests in case of incapacitation. A Power of Attorney (POA) designates someone to manage your financial affairs if you become unable to do so. A Healthcare Directive (or Advance Directive) outlines your wishes regarding medical treatment should you become incapacitated. Understanding the different types of POAs (durable, springing) and the variations in healthcare directives (living will, DNR) is critical. This chapter will guide you through creating these documents, ensuring your wishes are respected and your affairs are managed responsibly.

Keywords: power of attorney, healthcare directive, advance directive, durable power of attorney, springing power of attorney, living will, DNR, medical power of attorney

Chapter 6: Tax Planning Considerations

Estate taxes can significantly impact the inheritance your loved ones receive. This chapter provides an overview of estate tax laws and strategies to minimize tax liabilities. While the specifics of estate tax laws vary, understanding basic concepts like the estate tax exemption and strategies for minimizing estate taxes is crucial. This chapter offers a high-level overview; consulting with a tax professional for personalized advice is always recommended.

Keywords: estate tax, inheritance tax, tax planning, estate tax exemption, tax minimization, tax strategies

Chapter 7: Digital Asset Management

In today's digital age, your digital assets (online accounts, social media profiles, digital photographs, intellectual property) represent a significant part of your estate. This chapter addresses the often-overlooked aspect of managing your digital assets. We'll cover strategies for securely storing passwords, designating access to your accounts, and ensuring your digital legacy is handled according to your wishes. This chapter also explores the legal and practical challenges associated with digital asset distribution.

Keywords: digital assets, online accounts, social media, passwords, digital legacy, online estate planning

Chapter 8: Review & Updates

Your estate plan isn't a set-it-and-forget-it document. Life changes – marriage, divorce, births, deaths, significant asset purchases or sales – necessitate regular reviews and updates to your plan. This chapter stresses the importance of regularly reviewing and updating your estate planning documents to ensure they reflect your current circumstances and wishes. We'll offer practical tips on how often to review your plan and what changes trigger the need for an update.

Keywords: estate plan review, estate plan update, life changes, document review, legal updates

Chapter 9: Conclusion & Next Steps

This concluding chapter summarizes the key takeaways from the ebook and provides further resources for ongoing estate planning. We'll emphasize the importance of seeking professional advice when needed, particularly for complex situations. We will offer links to relevant resources, including legal and financial professionals who can provide personalized guidance.

Keywords: estate planning resources, legal advice, financial advice, next steps, summary

FAQs

1. Do I need a lawyer to use this template? While this template provides guidance, consulting a

lawyer is highly recommended to ensure your plan complies with your state's laws.

2. Is this template suitable for all states? While the general principles apply nationwide, specific legal requirements vary by state. Always verify compliance with your state's laws.

3. What if my assets are complex (e.g., a business)? For complex assets, seeking professional legal and financial advice is highly recommended.

4. How often should I update my estate plan? Ideally, review and update your plan at least every 3-5 years, or whenever significant life changes occur.

5. What happens if I don't have an estate plan? Your assets will be distributed according to your state's intestacy laws, which might not reflect your wishes.

6. What is the difference between a will and a trust? A will is a document that dictates asset distribution after death; a trust is a legal entity that manages assets during life and after death.

7. Can I use this template if I have minor children? Yes, the template includes sections to address guardianship for minor children.

8. What are digital assets? Digital assets include online accounts, social media profiles, digital photos, and other online information.

9. Where can I find additional resources on estate planning? Consult with an estate planning attorney or financial advisor for personalized guidance.

Related Articles:

1. Understanding Probate: A Simple Guide: Explains the probate process, its costs, and how to avoid it.
2. Choosing the Right Executor for Your Will: Guidance on selecting a suitable executor for your estate.
3. The Importance of a Healthcare Directive: Explains the benefits and different types of healthcare directives.
4. Power of Attorney: Protecting Your Financial Future: Details the various types of POA and their importance.
5. Tax Implications of Estate Planning: A deeper dive into estate tax laws and planning strategies.
6. Digital Asset Management: Protecting Your Online Legacy: Focuses on the specific challenges and solutions for managing digital assets.
7. Creating a Trust: A Comprehensive Overview: Explains the different types of trusts and their benefits.
8. Estate Planning for Families with Minor Children: Addresses specific considerations when planning for minor children.
9. Reviewing and Updating Your Estate Plan: Provides a checklist and timeline for regular reviews and updates.

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excel estate planning template: *Profit First* Mike Michalowicz, 2017-02-21 Author of cult classics *The Pumpkin Plan* and *The Toilet Paper Entrepreneur* offers a simple, counterintuitive cash

management solution that will help small businesses break out of the doom spiral and achieve instant profitability. Conventional accounting uses the logical (albeit, flawed) formula: Sales - Expenses = Profit. The problem is, businesses are run by humans, and humans aren't always logical. Serial entrepreneur Mike Michalowicz has developed a behavioral approach to accounting to flip the formula: Sales - Profit = Expenses. Just as the most effective weight loss strategy is to limit portions by using smaller plates, Michalowicz shows that by taking profit first and apportioning only what remains for expenses, entrepreneurs will transform their businesses from cash-eating monsters to profitable cash cows. Using Michalowicz's Profit First system, readers will learn that:

- Following 4 simple principles can simplify accounting and make it easier to manage a profitable business by looking at bank account balances.
- A small, profitable business can be worth much more than a large business surviving on its top line.
- Businesses that attain early and sustained profitability have a better shot at achieving long-term growth.

With dozens of case studies, practical, step-by-step advice, and his signature sense of humor, Michalowicz has the game-changing roadmap for any entrepreneur to make money they always dreamed of.

excel estate planning template: Your Digital Undertaker Sharon Hartung, 2019-02-22 If you are an adult Canadian who uses e-mail and surfs the internet, this book is for you. In a unique and humorous way, this former military officer and tech executive shares what she's learned about the estate industry and the taboo topic of preparing for one's own death. Preparing for death doesn't need to be scary or foreboding. It can actually be liberating and energizing. Join Your Digital Undertaker in an exploration of death in the digital age in Canada, which lifts the lid on how the deathcare and estate industry works today, and tackles it through the project management and digital lens. This exploration includes simple diagrams, easy to understand scenarios, and user options that require only a couple of mouse clicks. You'll learn your digital life is not isolated from your physical life, as technology is the new player at the estate planning table. Cracking the code to digital death and its afterlife requires deciphering the code for your regular and physical life. By the end of this book, you should feel armed with questions and a perspective on how to tackle your digital life in the context of your overall estate. You might even walk away inspired to get on with dealing with your will and estate plan with estate planning professionals. If you are a named executor in a will or appointed in a Power of Attorney, this book is for you as well, as it might motivate you to ask a lot more questions about your role before you get handed "digital hell in a hand basket". For those having the challenging conversations with their parents, family members or clients, let Your Digital Undertaker ask some of the basic questions and open the door for a meaningful discussion.

excel estate planning template: Financial Modeling and Valuation Paul Pignataro, 2013-07-10 Written by the Founder and CEO of the prestigious New York School of Finance, this book schools you in the fundamental tools for accurately assessing the soundness of a stock investment. Built around a full-length case study of Wal-Mart, it shows you how to perform an in-depth analysis of that company's financial standing, walking you through all the steps of developing a sophisticated financial model as done by professional Wall Street analysts. You will construct a full scale financial model and valuation step-by-step as you page through the book. When we ran this analysis in January of 2012, we estimated the stock was undervalued. Since the first run of the analysis, the stock has increased 35 percent. Re-evaluating Wal-Mart 9months later, we will step through the techniques utilized by Wall Street analysts to build models on and properly value business entities. Step-by-step financial modeling - taught using downloadable Wall Street models, you will construct the model step by step as you page through the book. Hot keys and explicit Excel instructions aid even the novice excel modeler. Model built complete with Income Statement, Cash Flow Statement, Balance Sheet, Balance Sheet Balancing Techniques, Depreciation Schedule (complete with accelerating depreciation and deferring taxes), working capital schedule, debt schedule, handling circular references, and automatic debt pay downs. Illustrative concepts including detailing model flows help aid in conceptual understanding. Concepts are reiterated and honed, perfect for a novice yet detailed enough for a professional. Model built direct from Wal-Mart public filings, searching

through notes, performing research, and illustrating techniques to formulate projections. Includes in-depth coverage of valuation techniques commonly used by Wall Street professionals. Illustrative comparable company analyses - built the right way, direct from historical financials, calculating LTM (Last Twelve Month) data, calendarization, and properly smoothing EBITDA and Net Income. Precedent transactions analysis - detailing how to extract proper metrics from relevant proxy statements Discounted cash flow analysis - simplifying and illustrating how a DCF is utilized, how unlevered free cash flow is derived, and the meaning of weighted average cost of capital (WACC) Step-by-step we will come up with a valuation on Wal-Mart Chapter end questions, practice models, additional case studies and common interview questions (found in the companion website) help solidify the techniques honed in the book; ideal for universities or business students looking to break into the investment banking field.

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different backgrounds.

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to say when • coworkers push their work on you—then take credit for it • you accidentally trash-talk someone in an email then hit “reply all” • you’re being micromanaged—or not being managed at all • you catch a colleague in a lie • your boss seems unhappy with your work • your cubemate’s loud speakerphone is making you homicidal • you got drunk at the holiday party Praise for Ask a Manager “A must-read for anyone who works . . . [Alison Green’s] advice boils down to the idea that you should be professional (even when others are not) and that communicating in a straightforward manner with candor and kindness will get you far, no matter where you work.”—Booklist (starred review) “The author’s friendly, warm, no-nonsense writing is a pleasure to read, and her advice can be widely applied to relationships in all areas of readers’ lives. Ideal for anyone new to the job market or new to management, or anyone hoping to improve their work experience.”—Library Journal (starred review) “I am a huge fan of Alison Green’s Ask a Manager column. This book is even better. It teaches us how to deal with many of the most vexing big and little problems in our workplaces—and to do so with grace, confidence, and a sense of humor.”—Robert Sutton, Stanford professor and author of The No Asshole Rule and The Asshole Survival Guide “Ask a Manager is the ultimate playbook for navigating the traditional workforce in a diplomatic but firm way.”—Erin Lowry, author of Broke Millennial: Stop Scraping By and Get Your Financial Life Together

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