

The Green Box

Jim McArthur was a member of TEC Australia, the private peer advisory board for founder, CEOs, presidents and partners.

Jim's father John was also a TEC member. John called his son Jim to let him know that he'd be flying to New Zealand the next day to close an important business deal. Jim, a pilot in the Air Guard Reserves, warned his father that potential typhoons could make travel hazardous. John laughed and reminded Jim that if anything tragic happened to remember to get the Green Box out of the closet in his bedroom.

The next day, John was killed when his plane crashed into the side of a mountain on the north island in very low visibility.

Several days after the funeral, Jim remembered his father's words about the Green Box. He called his mother and they brought the Green Box to the family attorney. Inside, they found 28 envelopes. Here are the labels on the envelopes:

- Letter to my wife
- Letter to each of my children
- Letter to the employees
- Letter to my mother
- List of 5 most important employees in the company & their strengths/weaknesses
- Off balance sheet deals
- Organizational chart
- Details of any company trusts
- List of personal and business people that should be contacted in the event of passing
- Deals in process and evaluation of them
- Strategy that I am thinking about but haven't discussed with anybody
- List of Trusted Advisors and their roles (may or may not be currently working with company, such as attorney, accountant, etc.)
- Instructions not addressed in Will
- Copies of power of attorney documents
- Copy of passport, birth certificate
- Copy of all credit cards
- Copy of physical property titles
- Personal stock portfolio information
- Details of life insurance—personal and company-owned
- Details of all other insurance
- Copies of personal property valuations (jewelry, guns, collectables, etc.)
- Computer passwords
- Personal financial statement
- Extra passport photos
- Medical/Dental charts
- Funeral/Burial instructions
- Mementos and to whom you'd like them given

