

## Creating a Personal Contacts List (PCL)

1. Locate all your personal telephone directories, church and school directories, Christmas lists, and lists of relatives, etc.
2. Create a Microsoft Word table or Excel spreadsheet with 13 columns and 200 rows. If you need help, ask a friend or younger family member.
3. Label the columns according to the sample headings below.
4. Type in the information needed in each space using the tab key to move between cells.
5. Save your work frequently while compiling your information.
6. When finished, print a couple of paper copies for later use.
7. Count the number of entries (i.e. rows or records) on your list.
8. Make a back-up copy of the PCL file for yourself.

### Sample Table

Last	First	Spouse	Salutation	Addr1	Addr2	City, State, Zip	HOME PHONE	CELL PHONE	EMAIL	CHILDREN	NOTES
Smith	John	Mary	Col. & Mrs.	403 Maple Ave.		Crete, MN 55124	605-564-7334	605-221-1234	jmsmith@gmail.com	Tara ('69), Emma ('72)	Call evenings
Spence	Lisa		Ms.	301 Bloom St.	Apt. F	Alpine, KS 66681	503-225-8743	219-337-4142	Lisa33@Yahoo.com	Unmarried	Only prsl ltrs., no soliciting