



In the Face of DISASTER

Conversation Tracker

After a natural disaster, you will face many decisions that can affect your family's financial well-being. Remembering the details of each conversation and the actions you take will be especially challenging. To help you accurately remember details in the aftermath of a disaster, be sure to document the who, when, where, and what of each interaction or conversation you have.

- **Who?** Who did you speak with? List the person's name, organization, contact information, and role.
- **When?** When did the conversation take place? List the date, time, and duration of your interaction.
- **Where?** Where did the conversation occur? Was it a phone call or an in-person conversation? If the latter, did it occur at a place of business or your home?
- **What?** What did you talk about? Provide as much detail as possible for your records.

WHO

Name:

Organization:

Role:

WHEN

Date:

Time:

Length of Interaction:

WHERE

Locations:

WHAT