

## **Instructions for Using This Memoir Template:**

- Make a copy of this template in google docs or download in word. We recommend google docs so you can easily share it. Make sure to add a copy to your drive and rename the file so you can find it later.
- Replace header with your name
- Replace Cover Page with your name
- Format the “chapters” so that they reflect the broad strokes of your life. We have [some general suggestions](#) on how to do this available on our website and a default format is included in this template.
- If you signed up via the [activation form on our website](#), you will start to receive regular prompts meant to give you ideas about what to write about.
- Answer these prompts in the chapter of your life that you believe that your reflection falls into.
- Add photos that go along with your answers.
- We strongly recommend using the [“voice dictation” tools](#) in google docs.
  - The dictation tool on mobile is very easy to use and works very well. Simply click the microphone on the keyboard. We highly recommend it.
  - On desktop simply click Ctrl+Shift+S and click the red microphone icon.
- Don’t worry too much about making a cohesive narrative while you reflect on your life using these prompts and template. Over time, you will visit various parts of your life and build out the whole story in a coherent way. It is okay to just reflect and revisit thoughts to make it fit with the wider narrative. A personal historian will also be able to help you do this as well.
- Share this document with the friends and family you think would be able to add to your stories.
  - Sometimes it might be better to make a separate document for each chapter that you want to share with the specific people who shared that time in your life with you. It is best to share all your chapters in the same folder
- Once complete, submit this document to one of our [recommended personal historians](#). They will then turn it into a bound memoir or other memoir to your life.
- Please reach out to [memoires@timeswan.com](mailto:memoires@timeswan.com) with any questions.

## **Notes:**

- Always remember that it is totally okay to write in a “stream of consciousness” style and edit your memoirs later on. It does not need to fit into a strict narrative in early drafts.
- Add photos!!!
- **\*We Strongly recommend using the [voice dictation tools in google docs](#) to reflect on these. Speaking your stories will feel significantly easier and will be much more enjoyable\***

*The Life of ???*

# **The Life of ???**

*By ???*

**Dedication: ???**

## **Introduction / Personal Background**

**Geography (add date range to help the places coincide with times in your life):**

Location & Dates:

- (Place), (??? - ???)
- (Place), (??? - ???)

**Who are / were the most important family members in your life? Like you, people change so they may be different people as your story develops. (Just list them here and then discuss them in the writing part):**

- Mother: ???
- Father: ???
- Siblings: ???
- Grandfather (mom's side): ???
- Grandmother (mom's side): ???
- Grandfather (dad's side):
- Grandmother (dad's side): ???
- Aunts and Uncles (mom's side): ???
- Aunts and Uncles (dad's side): ???
- Cousins: ???
- Other Family: ???

**Who are / were the most important non-family members in your life? (Just list them here and then discuss them in the writing part. It is okay to have multiple answers for the various stages of your life):**

- Best Friends
- Close Friends: ???
- Important Adults: ???
- Other People: ???

**Did you have any Pets that you considered important?**

- Cat:
- Dog

**(Now, let's tell the story... See Next Page)**

*The Life of ???*

## **Prologue**

*Do your writing and reflections here; whether those are answers to the journaling prompts or other reflections you have. Maybe start by reflecting on your family history...*

## **Chapter 1 Writing:**

*Do your writing and reflections here; whether those are answers to the journaling prompts or other reflections you have. Maybe start by reflecting on your earliest childhood memory...*

## **Chapter 2 Writing:**

*Do your writing and reflections here; whether those are answers to the journaling prompts or other reflections you have. Maybe start by reflecting on a memory from your elementary school years...*

### **Chapter 3 Writing:**

*Do your writing and reflections here; whether those are answers to the journaling prompts or other reflections you have. Maybe start by reflecting on a memory from your teenage / highschool years...*

## **Chapter 4 Writing:**

*Do your writing and reflections here; whether those are answers to the journaling prompts or other reflections you have. Maybe start by reflecting on a memory around your 18th birthday / early 20s...*



## **Chapter 5 Writing:**

*Do your writing and reflections here; whether those are answers to the journaling prompts or other reflections you have. Maybe start by reflecting on a memory from your 20s...*

## **Chapter 6 Writing:**

*Do your writing and reflections here; whether those are answers to the journaling prompts or other reflections you have. Maybe start by reflecting on a memory from your 30s...*

## **Chapter 7 Writing:**

*Do your writing and reflections here; whether those are answers to the journaling prompts or other reflections you have. Maybe start by reflecting on a memory from your 40s...*

## **Chapter 8 Writing:**

*Do your writing and reflections here; whether those are answers to the journaling prompts or other reflections you have. Maybe start by reflecting on a memory from your 50s...*

## **Chapter 9 Writing:**

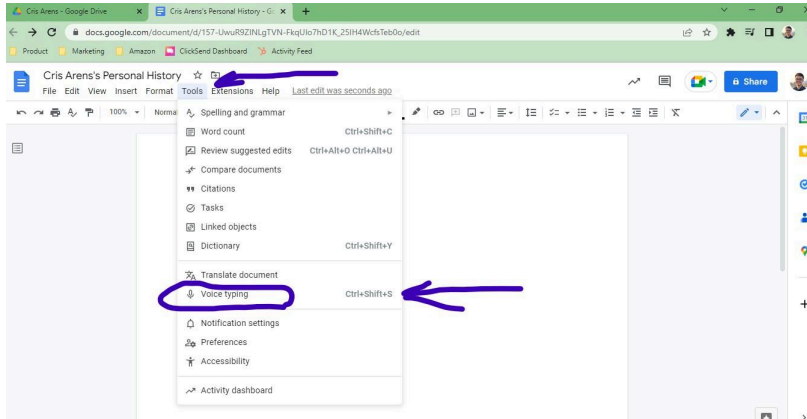
*Do your writing and reflections here; whether those are answers to the journaling prompts or other reflections you have. Maybe start by reflecting on a memory from the present...*

## **Conclusion (A Reflection on Your Life)**

*Do your writing and reflections here; whether those are answers to the journaling prompts or other reflections you have. Maybe start by reflecting on your earliest childhood memory...*

# Resources for Writing Your Memoir:

How to use the Google Docs “Voice Typing” Dictation Tool: Tools tab ----> “Voice Typing”



## Chapter Structure:

We recommend that you look at your life story from the below perspective of 9 chapters. (With an Introduction and Conclusion to be written after)

Chapter	Ages	People	Major Events
Chapter 1	1-5	Parents & Grandparents	Early Home Life
Chapter 2	5-14	Aunts and Cousins Childhood Friends	Elementary & Middle School Childhood Sports
Chapter 3	14-18	First Serious SO	HighSchool
Chapter 4	18-23	College Friends	College Figuring out your career
Chapter 5	23-30	Work Colleagues Spouse	Marriage Kids
Chapter 6	30-40	Your Children	Raising Kids
Chapter 7	40-50	Your Children	Your Children Leaving For College
Chapter 8	50-60	Your Grandchildren Your Children	Retiring Late Adulthood

*The Life of ???*

Chapter 9	60+ / Present Day	Your Grandchildren Your Children	Retirement Your Grandchildren Growing Up
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