TIP SHEET

Plans and Scheduling

Caregivers are busy! But you already know that. Being organized and establishing a daily routine will help you save time and energy.

General Tips

» Prioritize what needs to be done each day.

» Try to stick to a daily routine. Your loved one will usually function better if he or she knows what is going to happen each day.

» Use a calendar or day planner to record appointments and activities.

» Maintain a shopping list to organize errands or quickly ask others to provide help.

» Cluster items together in a bin, so you can easily gather everything when providing care to the person with Parkinson’s.

» Try to make time with your loved one that is not focused on caregiving tasks.

» Schedule time to rest within the daily routine.

» Investigate options for home delivery of groceries, medications and household supplies.

Watch the CareMAP videos

Plans and Scheduling, Parts 1 and 2

Online at caremap.parkinson.org
Recording Important Information

» Keep important names and phone numbers on an updated contact list. Post this list in a visible area. See the Contact List Worksheet at Parkinson.org/library.

» Keep paper and pens next to the phone to record messages or numbers.

» Write down the daily routine so it can be done by others if you are unable. See the Daily Routine Worksheet Parkinson.org/library.

» Create and maintain a list of your loved one’s medications with dosage, timing and frequency. See the Medications Worksheet at Parkinson.org/library.

» Keep accurate records of financial and insurance information.

» Review your loved one’s advance health care directive to ensure the named health care agent and wishes are current.

» Make sure a trusted family member or friend knows the location of important information.

Exploring Care Options

Think about the “what if” scenarios: what if your loved one becomes ill, you become ill or you both become ill? Set up a plan, and discuss the plan with family and friends.

» Consult a social worker or geriatric case manager to learn about programs, services and care options appropriate for both current and future needs.

» Talk with members of your support group to learn about possible options.

» Make sure you understand benefits and covered services included in your current insurance plan, including any long-term care policies.

» Investigate options for home care, adult day services, respite stays, assisted living or long-term care in your area. Keep this information available as needed.

» Tour care facilities in advance of need to prevent last minute decisions. Your preferred facility may have a waiting list.

For other tip sheets and caregiver support information, order the NPF book Caring and Coping.