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 VIDEOS**

**Plans and Scheduling, Parts 1 and 2**

Online at Parkinson.org/videos in the “CareMAP How-to Videos” playlist
Recording Important Information

» Keep important names and phone numbers on an updated contact list. Post this list in a visible area. (See “Contact List” worksheet on page 8.)

» 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 “Daily Routine” worksheet on page 104.

» Create and maintain a list of your loved one’s medications with dosage, timing and frequency. See “Medications and Schedule” worksheet on page 64.

» Keep accurate records of financial and insurance information.

» Review your loved one’s advance healthcare directive to ensure the named healthcare agent and wishes are current. See “Advance Care Planning” on page 120 in the “Planning Ahead” section.

» 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.