

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 VIDEOS

Plans and Scheduling, Parts 1 and 2

Online at [Parkinson.org/videos](https://www.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.