

Organized Caregiving

For some caregivers, getting and staying organized comes naturally, but it's okay if it doesn't. Taking responsibility for another person is challenging at any stage of life.



Creating a Care Plan

Creating a care plan includes assessing care needs, setting goals, building a support network, gathering information, establishing routines, preparing for emergencies, and regularly updating the plan. For more details, check out the *Caregiver's Guide* at <http://www.caregivinghaven.org>.

Calendars and Reminders

Use calendars, apps, and reminders to keep track of appointments and daily tasks. Digital tools make it easier to manage caregiving responsibilities and help prevent missed appointments or medication errors.

Documentation

Use a binder to store important documents like medical records, insurance info, and emergency contacts. For a complete guide, check out the *Caregiver Binder* at www.caregivinghaven.org.

Delegate Tasks

Give yourself permission to ask for help, whether by delegating tasks to family members or seeking support from professional services. Sharing responsibilities can ease your workload and help prevent caregiver burnout.

Time Management Tips

Time management tips:

- Identify the **three most important or time sensitive tasks** each day and complete them first.
- Break larger tasks into **manageable steps** to avoid feeling overwhelmed.
- Use **time-blocking** to allocate specific times for activities.
- Include **buffer times** for unexpected delays.