

# Care Planning 101: Organizing Your Life

by Maureen Grant

Are you ready to organize and plan ?

What tools do you need? Day-Timer, Calendar, Binder, Important Papers File, etc.

Things To Consider : What do you need to sort out in each of these areas? Jot the ideas down – brainstorm all the things “on your mind” and the things you want to do.

Finance

Legal

Medical

Housing

Support Services

Life Balance and Self-care

Physical

Mental

Emotional

Spiritual

Work

Play

Family

Community

Goals should be SMART: **S**imple, **M**easurable, **A**chievable, **R**ealistic, **T**imely

- Something I would like to start doing is...
- I want to focus on.....
- Something that might get in my way is....
- In the past these strategies worked well for me....
- The steps I need to take to achieve this are....
- I can get help with this from.....
- I can review my goals with.....

Use this outline to set yourself a couple of goals to get you started. The more detailed the better!

GENERAL: "I want to get the Power of Attorney completed for myself and my partner. "

SPECIFIC:

"I will call the local Notary office on Tuesday to see if they can come to the home.  
I will make an appointment by next week to complete and sign the forms.  
I will ask my daughter if she can be there to support me."

Date completed \_\_\_\_\_

GENERAL: "I want to spend more time looking after my own physical health and getting in shape."

SPECIFIC: "I want to go to an exercise class twice a week. (I know that I will be more likely to follow through if I make a commitment and spend money and register.)  
I will pick up a brochure from the Senior's Centre and sign up for a class.  
I will ask Nancy if she wants to go with me.  
I will call the Case Manager to arrange for respite at that time."

GENERAL: "I need to get my papers organized"

SPECIFIC: "I will go to the store tomorrow and buy a collapsing file folder to keep my papers in. I will spend ½ hour after breakfast filing the important papers. I will make a binder to keep John's medical records and medication list and contact information handy."

**My Goal:**

Steps I need to take to achieve this:

Frequency: How often will I do this ? (Is this realistic )

Who can help me with this? \_\_\_\_\_

Date Completed: \_\_\_\_\_

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