

## Appendix I

### WEEKLY CARE PLAN

Use this template to organize weekly tasks and ensure nothing is forgotten.

#### WEEKLY CARE PLAN

Week of: \_\_\_\_\_

#### DAILY TASKS (Every Day):

##### MORNING:

- Morning medications
- Breakfast
- Personal care and hygiene
- Activity/engagement
- Document in care log

##### MIDDAY:

- Lunch
- Midday medications (if applicable)
- Activity/rest

##### EVENING:

- Dinner
- Evening medications
- Evening hygiene
- Bedtime routine
- Document in care log

#### WEEKLY TASKS:

##### SUNDAY:

- Fill weekly pill organizer
- Check medication supply; order refills if needed

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### MONDAY:

- Change bed linens
- Laundry

### TUESDAY:

- Review upcoming appointments for the week
- Prepare for any appointments this week

### WEDNESDAY:

- Grocery shopping or meal prep for the week

### THURSDAY:

- Medication review (check expiration dates, organize refills)
- Restock supplies as needed

### FRIDAY:

- Review care log for the week
- Note any patterns or concerns
- Communicate with family (weekly update)

### SATURDAY:

- Personal care day (bath/shower, shampoo hair, trim nails)
- Self-care for caregiver (schedule respite or personal time)

### APPOINTMENTS THIS WEEK:

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

Time: \_\_\_\_\_

Provider: \_\_\_\_\_

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

Time: \_\_\_\_\_

Provider: \_\_\_\_\_

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

Time: \_\_\_\_\_

Provider: \_\_\_\_\_

**Appendix I**

**SPECIAL TASKS OR NOTES THIS WEEK:**

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**CAREGIVER SELF-CARE THIS WEEK:**

**One thing I will do for myself this week:**

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**Follow the Laws of Protected Health Information (PHI)**

45 CFR 160.103

**“Protected health information means individually identifiable health information transmitted or maintained in any form or medium.”**

