

## **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

**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: \_\_\_\_\_

**SPECIAL TASKS OR NOTES THIS WEEK:**

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**CAREGIVER SELF-CARE THIS WEEK:**

☐ One thing I will do for myself this week: \_\_\_\_\_