

# Quick Guide:

## Balancing a Busy Schedule and Caregiving

Managing a career, family and caregiving responsibilities for a parent can be a juggling act. Use this document to help obtain a general overview of your day, devise a plan to delegate tasks, become more organized – and minimize stress.

### Make a task list

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Create a concise, yet comprehensive list of your caregiver duties. You might be surprised at how quickly tasks add up. Divide responsibilities by what can be done inside the home versus outside. **Tip:** Even if you have an unusually busy schedule, devote at least five minutes a day to something that brings you joy.

Day	Home tasks	Other
Monday	<hr/> <hr/>	<hr/> <hr/>
Tuesday	<hr/> <hr/>	<hr/> <hr/>
Wednesday	<hr/> <hr/>	<hr/> <hr/>
Thursday	<hr/> <hr/> <hr/>	<hr/> <hr/> <hr/>
Friday	<hr/> <hr/> <hr/>	<hr/> <hr/> <hr/>
Saturday	<hr/> <hr/> <hr/>	<hr/> <hr/> <hr/>
Sunday	<hr/> <hr/> <hr/>	<hr/> <hr/> <hr/>

## Preemptive steps

Whether you're caring for your parent in their home or yours, make the home safe to help prevent falls or other injuries.

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|---|--|
| <input type="checkbox"/> Check lighting and be sure light switches are easy to locate and use               | <input type="checkbox"/> Install stairlift   |
| <input type="checkbox"/> Check smoke and carbon monoxide detectors  | <input type="checkbox"/> Label hot and cold clearly on all faucets                               |
| <input type="checkbox"/> Clear doorways and pathways of clutter, small furniture, electrical cords, etc.    | <input type="checkbox"/> Make sure medication is properly labeled; throw away expired medication |
| <input type="checkbox"/> Install a raised toilet seat   | <input type="checkbox"/> Post emergency information by the phone or on the refrigerator          |
| <input type="checkbox"/> Install grab bars in bathrooms and near closets or beds in bedrooms                | <input type="checkbox"/> Program the phone with 911 on speed dial                                |
| <input type="checkbox"/> Install non-slip mats in the kitchen, bathroom and other areas exposed to moisture | <input type="checkbox"/> Remove or tack down loose rugs  |
| <input type="checkbox"/> Install rails along stairs and hallways  | <input type="checkbox"/> Remove wobbly, unstable furniture                                       |

## Build a support team

### Family and friends

Make a contact list with email addresses and phone numbers for all family and friends who can help. Try to assign tasks to the person best fit for each job. Ask if they have any questions, concerns or conflicts.

Task	Name	Contact info
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

### Service providers

In the event that support from family and friends is limited, consider businesses in the area that can assist with your day-to-day responsibilities. These services include childcare, housekeeping and grocery delivery options.

Service	Business	Contact info
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## Caregiver resources

There may be several resources and avenues available when you need additional help caring for your parent.

**Adult day services**

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**Assisted living communities**

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**Companions/visitors**

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**Home health agencies**

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**Senior centers**

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**Short-term stay options**

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**Transportation services**

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