JOBS CHECKLIST

Write the name of the responsible person to the left of the task.

Personal Care

__________ Grocery shopping
__________ Meal preparation
__________ Help with ADL’s (Activities of Daily Living)
__________ Other _______________________________

Health Care

__________ Make arrangements for doctor’s appointments
__________ Serve as medical advocate
__________ Supervise medical regimens, including medications
__________ Other _______________________________

Communication

__________ Organize family and professional caregivers
__________ Keep family caregiving team informed
__________ Coordinate visits from family and friends
__________ Other _______________________________

Transportation

__________ Driving decisions
__________ Coordinate rides
__________ Other _______________________________

Home Maintenance

__________ Address accessibility and safety concerns
__________ Housekeeping
__________ Home repairs
__________ Ongoing maintenance
__________ Lawn care/snow removal
__________ Other _______________________________

Financial Issues

__________ Pay bills
__________ Submit medical insurance forms
__________ Keep track of financial records
__________ Other _______________________________