

Caregiver Weekly Planner

Weekly Clean Eating

Monday B: _____ L: _____ D: _____ S(2): _____	<input type="checkbox"/> Lean Meat/ Protein <input type="checkbox"/> Fruit & Veggies <input type="checkbox"/> Beans/Legume <input type="checkbox"/> Dairy <input type="checkbox"/> Healthy Fat <input type="checkbox"/> 8-10 cups water	Friday B: _____ L: _____ D: _____ S(2): _____
Tuesday B: _____ L: _____ D: _____ S(2): _____	<input type="checkbox"/> Lean Meat/ Protein <input type="checkbox"/> Fruit & Veggies <input type="checkbox"/> Beans/Legume <input type="checkbox"/> Dairy <input type="checkbox"/> Healthy Fat <input type="checkbox"/> 8-10 cups water	Saturday B: _____ L: _____ D: _____ S(2): _____
wednesday B: _____ L: _____ D: _____ S(2): _____	<input type="checkbox"/> Lean Meat/ Protein <input type="checkbox"/> Fruit & Veggies <input type="checkbox"/> Beans/Legume <input type="checkbox"/> Dairy <input type="checkbox"/> Healthy Fat <input type="checkbox"/> 8-10 cups water	Sunday B: _____ L: _____ D: _____ S(2): _____
Thursday B: _____ L: _____ D: _____ S(2): _____	<input type="checkbox"/> Lean Meat/ Protein <input type="checkbox"/> Fruit & Veggies <input type="checkbox"/> Beans/Legume <input type="checkbox"/> Dairy <input type="checkbox"/> Healthy Fat <input type="checkbox"/> 8-10 cups water	10 C 1. More than 3, let 2. Don't know the ingredients? Leave 3. No whites 4. Drink TONS OF 5. No processed fo



Welcome to Your Caregiver Weekly Planner

This planner was created to help you feel less overwhelmed and more in control. Caregiving is not just about doing more — it's about having a simple system that supports you. Use this planner each week to track care, stay organized, and give yourself the clarity you need to move through each day with more confidence.

How to use this ebook each week: 1) Start with your Weekly Overview to set intentions and top priorities. 2) Keep medications organized with the Medication Tracker so doses are never missed and notes are captured in one place. 3) Use the Daily Care Log to record meals, hydration, symptoms, mood, activities, and any concerns. 4) Track Symptoms & Changes as they arise so you can share accurate patterns with healthcare providers. 5) Use the Daily Care Checklist to simplify recurring tasks. 6) Keep Important Reminders together to reduce mental load. 7) Check in with yourself using the Caregiver Check-In, because your wellbeing matters. 8) Reflect at week's end to refine what works. 9) Store Emergency Contacts for quick reference. 10) Bring the Doctor Visit Notes page to appointments to capture instructions and next steps.

Why this works: Routine creates calm. By externalizing tasks, observations, and plans into a single weekly flow, you reduce decision fatigue and free up attention for compassionate connection. Each page is intentionally simple, with generous writing space and prompts to guide clear thinking. You can duplicate the Daily Care Log to match the number of days you need, and reuse these pages week after week.

Bottom tagline (small): "You don't have to hold everything in your head."

Optional: Add a soft image of an adult child helping an elderly parent (low opacity) to create a calming introduction and set the tone of warmth and presence. Consider printing this planner or using it digitally with a PDF annotation app. Keep a pen and sticky notes nearby to mark high-priority items. Most importantly, be kind to yourself as you adapt this tool to your unique caregiving situation.

Bottom note (highlight box): You are doing something incredibly important. This tool is here to support you

Created by Dr. William W. Watson III

Caregiver Advocate | Dementia Support Educator

Weekly Overview

Use this Weekly Overview page to set your focus and identify your top three priorities before the week begins. Clarity at the start prevents midweek overwhelm. Keep this page visible—on the fridge, a bulletin board, or as your phone lock screen—so everyone on the care team stays aligned.

This Week’s Focus: (Line space) Top 3 Priorities: 1. *** 2. *** 3. *** Appointments Table (clean grid): Mon | Tue | Wed | Thu | Fri | Sat | Sun (Add lines under each). As you plan, consider energy levels for both the care recipient and yourself. Place more demanding tasks on days with fewer appointments and build in buffers for rest and recovery.

Mon	Tue	Wed	Thu	Fri	Sat	Sun

Tips for success: - Limit priorities to three so focus remains achievable. - Add travel time around appointments. - Use consistent abbreviations (PT, OT, Rx) to save space. - If multiple caregivers are involved, initial who’s responsible beside each item. - Review this page nightly to update tomorrow’s plan.

Medication Tracker

Accurate medication tracking reduces errors, prevents duplicate dosing, and helps providers adjust care safely. Use this table to list each medication, when it should be given, whether it was taken, and any observations or side effects. Bring this page to appointments or share a photo with your care team.

Medication	Time	Taken ✓	Notes
----	----	----	----
----	----	----	----
----	----	----	----
----	----	----	----
----	----	----	----
----	----	----	----

Design tip: Add small pill icon in header. Best practices: - Group medications by time of day (AM, Noon, PM, Bed). - Use a checkmark or initials to confirm administration. - Note changes in appetite, sleep, balance, or mood. - Record skipped doses and reasons (e.g., nausea). - If a PRN (as needed) medication is used, write time, dose, and outcome.



Daily Care Log (Template Page)

Create ONE page you can duplicate weekly. Use this as a living record of the day. Short, consistent notes are more helpful than long, irregular entries. Aim to jot updates after meals, mid-afternoon, and evening.

Sections: Date: ____ Mood / Behavior Changes: (3–4 lines) Meals & Hydration: (3–4 lines) Medications Given: (3–4 lines) Activities Completed: (3–4 lines) Notes / Concerns: (3–4 lines). Consider including times for key observations (e.g., 8:00 AM—good appetite; 2:15 PM—short nap; 6:30 PM—walked 10 minutes).

What to capture: - Mood words (calm, restless, cheerful), triggers, and de-escalation techniques. - Meals, snacks, water intake, and any difficulties swallowing or chewing. - Medication doses given outside routine schedule. - Activities like physical therapy exercises, puzzles, calls with family, or time outdoors. - Notes or concerns you want to raise with a doctor or case manager.

Tip: If multiple caregivers share duties, initial each entry to maintain clarity. Use consistent symbols: ✓ completed, → rescheduled, ✱ needs follow-up. Keep this page accessible and update in real time if possible.

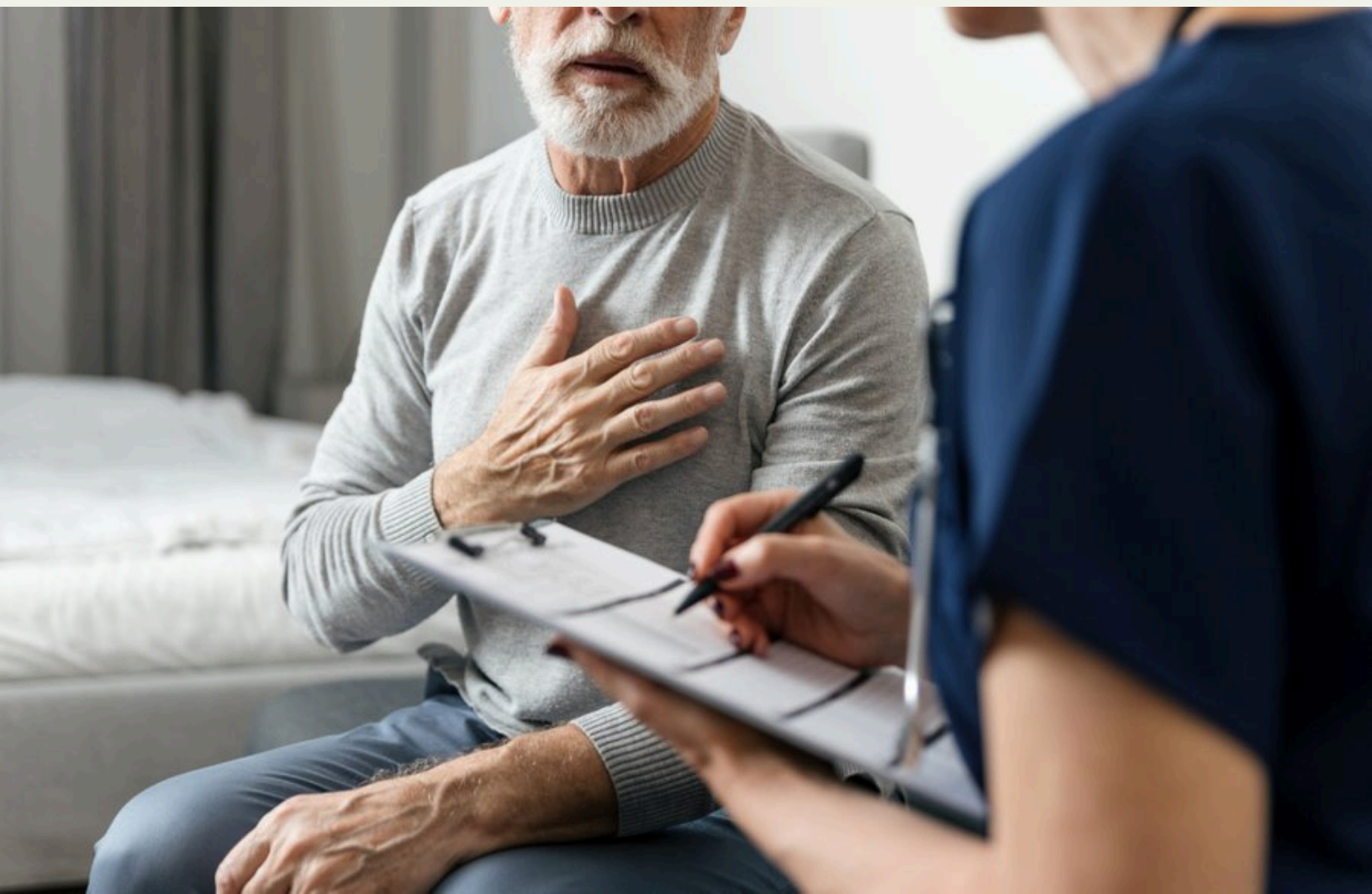


Symptoms & Changes

Track new or worsening symptoms as they occur. Specific, time-stamped notes help clinicians spot patterns and adjust treatment. Capture triggers, what helped, and any environmental factors (sleep changes, diet, hydration, stress, weather). Use soft red or pink accents in your design to draw attention without creating alarm.

Sections: New or Worsening Symptoms: • ___ • ___ Triggers Noticed: • ___ What Helped: • ___
Examples: - Symptom: dizziness after standing; Trigger: stood quickly after nap; Helped: sat, sipped water, deep breaths. - Symptom: confusion at dusk; Trigger: low lighting; Helped: turn on lamps at 4:30 PM, calming music.

Share this page with providers before visits. Over a few weeks, you may recognize patterns (e.g., headaches on days with low water intake). Use color-coding for severity (green = mild, yellow = moderate, red = severe). If a symptom is urgent or rapidly worsening, call your medical provider or emergency services.



Daily Care Checklist

Use this checklist morning and evening. Checkboxes make progress visible and reduce decision fatigue. Customize by adding tasks unique to your situation (e.g., wound care, glucose check, oxygen equipment). Reprint or duplicate for each week.

Bathing / Hygiene Meals prepared Medication given Exercise / movement Social interaction Home safety check Bills / paperwork. Add soft checkbox icons to keep the look friendly and calm. Consider grouping into Morning, Afternoon, Evening sections if your routine benefits from time blocks.

Pro tips: - Pair tasks with existing habits (give meds after breakfast). - Use timers or smart speakers for reminders. - Keep supplies in a dedicated caddy. - Do a quick home safety scan nightly: clear walkways, check night-lights, set thermostat, lock doors, and charge phones.



Important Reminders

Use this open space for the details you don't want to hold in your head—insurance deadlines, prescription refills, household maintenance, family updates, or questions to ask providers. Writing these down reduces mental load and prevents last-minute scrambles.

Large open writing space with 5–6 lines: _____

_____. Consider color-coding by category (health, home, finance) or adding small icons to visually tag items. Revisit this page midweek and during your weekly reflection to close loops or assign tasks.

Collaboration tip: If other family members help, share a photo of this page in a group chat and tag who's taking each item. Remember to celebrate completed reminders—progress fuels momentum.



Caregiver Check-In

Your wellbeing sustains the quality of care you provide. Use this page to check in honestly. Small daily practices compound into resilience. Keep the tone gentle and nonjudgmental—this is about support, not perfection.

Did I: Eat properly Drink water Rest or take a break Ask for help. How am I feeling (1–10)? __ What I need right now: (3–4 lines). Design tip: Use a soft heart icon and calming colors to signal that this page is for you.

Ideas to support yourself today: - Micro-break: three slow breaths by an open window. - Nourish: prep a simple snack (nuts, fruit, yogurt). - Connect: text a friend or sibling for five minutes. - Move: gentle stretch or short walk. - Offload: write one task to delegate or delay. - Soothe: choose a calming playlist for evening routine.



Weekly Reflection

End each week with a brief review. Reflection turns experience into insight and helps you plan a calmer next week. Be specific and kind—note what worked, what was hard, and one realistic adjustment.

Prompts: What went well: (4 lines) What felt hard: (4 lines) What I'll adjust next week: (4 lines). Consider highlighting a bright spot (a laugh shared, a peaceful moment) to honor the meaningful parts of caregiving.

Use this space to capture patterns from your logs: best times for appointments, meals that worked, activities that lifted mood, or supports you appreciated. If you felt stretched thin, identify one boundary or request for help you can make next week. Progress is built in small, steady steps.

Emergency Contacts (Bonus)

Keep this page printed and posted in a visible spot. In an emergency, clarity saves time.
Include neighbors or nearby friends who can assist quickly.

Name	Phone	Relationship
----	----	----
----	----	----
----	----	----
----	----	----

Doctor: ____ Pharmacy: ____

Tips: - Add insurance member ID and preferred hospital. - Note allergies and key diagnoses. - Include pet care contact if relevant. - Review quarterly to keep numbers up to date. - Take a photo of this page for your phone.

EMERGENCY



Doctor Visit Notes (Bonus)

Bring this page to every appointment. Arrive with your top three questions and a concise summary of the week's observations. Ask the provider to repeat key instructions and write them here before leaving.

Date: __ Reason for Visit: (3 lines) Doctor's Instructions: (4 lines) Next Steps: (3 lines). Attach any after-visit summaries or lab slips and note due dates for follow-ups.

Advocacy checklist: - Confirm medication changes, dosages, and timing. - Ask about side effects to watch for and when to call. - Clarify who to contact between visits. - Request written instructions. - Schedule the next appointment before leaving if possible.

