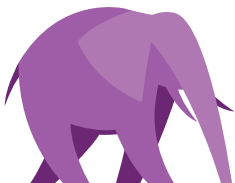
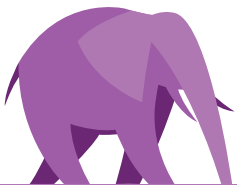


EFFECTIVE PLANNING CHECKLIST

A PLACE TO START	Due Date	Done
Set planning goals		<input type="checkbox"/>
Short-term:		<input type="checkbox"/>
Long-term:		<input type="checkbox"/>
Create a system for duplicating and filing		
Elder care information:		<input type="checkbox"/>
Notes:		<input type="checkbox"/>
Questions:		<input type="checkbox"/>
Goals:		<input type="checkbox"/>
Lists:		<input type="checkbox"/>
Documents:		<input type="checkbox"/>
Phone Numbers:		<input type="checkbox"/>
Agreements:		<input type="checkbox"/>
Have access to		
Telephone:		<input type="checkbox"/>
Transportation:		<input type="checkbox"/>
Copy machine:		<input type="checkbox"/>
Fax:		<input type="checkbox"/>
Internet:		<input type="checkbox"/>
E-Mail:		<input type="checkbox"/>
Post Office:		<input type="checkbox"/>
Public library:		<input type="checkbox"/>



Review Elder care resources:		<input type="checkbox"/>
Create a backup plan:		<input type="checkbox"/>
Attend community Elder care programs:		<input type="checkbox"/>
CAUGHT OFF GUARD: SUDDENLY, YOU'RE A CAREGIVER		
Get organized		
Prioritize issues		<input type="checkbox"/>
Review table of contents		<input type="checkbox"/>
Start a file on elder		<input type="checkbox"/>
Locate documents		<input type="checkbox"/>
Store originals in safe place		<input type="checkbox"/>
Take notes		
Names and addresses:		<input type="checkbox"/>
Telephone Numbers:		<input type="checkbox"/>
Plans:		<input type="checkbox"/>
Instructions:		<input type="checkbox"/>
Directions:		<input type="checkbox"/>
Decisions:		<input type="checkbox"/>
Promises:		<input type="checkbox"/>
Get community telephone books		
Blue Pages		<input type="checkbox"/>
White Pages		<input type="checkbox"/>
Yellow Pages		<input type="checkbox"/>
Create a helpers list		
Family		<input type="checkbox"/>
Friends		<input type="checkbox"/>
Neighbors		<input type="checkbox"/>
Co-workers		<input type="checkbox"/>
Church members		<input type="checkbox"/>
Volunteers		<input type="checkbox"/>
Make a list of help needed		<input type="checkbox"/>



Request and accept help		<input type="checkbox"/>
Create a list of Elder care advisers		<input type="checkbox"/>
Access Elder care experts		
Hospital discharge planner		<input type="checkbox"/>
Local agency on aging		<input type="checkbox"/>
Geriatric case manager		<input type="checkbox"/>
Make informed decisions		
Questions answered to satisfaction:		<input type="checkbox"/>
Time allowed for research:		<input type="checkbox"/>
Costs investigated:		<input type="checkbox"/>
References checked:		<input type="checkbox"/>
Legal counsel sought for contracts, signatures, financial investments		<input type="checkbox"/>
Family discussions ongoing		<input type="checkbox"/>
Elder involved in decisions		<input type="checkbox"/>

