

# Caregiver Checklist

A practical caregiver checklist covering daily care tasks, tracking, documentation, respite, and self-care for the person providing care.

## Daily Care Tasks

- Help with bathing, dressing, grooming, and toileting as needed
- Prepare meals and assist with eating and hydration
- Give medications on schedule and confirm they were taken
- Support safe movement, transfers, and any prescribed exercises
  - Ask a professional to show safe lifting techniques to protect your back.
- Check skin, comfort, and mood throughout the day
- Keep the living space clean, safe, and clutter-free

## Medication and Appointment Tracking

- Keep one master list of medications, doses, and timing
- Use a pill organizer and set reminders for each dose
  - Refill prescriptions early so you never run out of a critical medication.
- Maintain a shared calendar of all appointments
- Prepare a written list of questions before each visit
- Arrange transportation and confirm appointments in advance
- Note any new instructions or medication changes right away

## Documentation and Records

- Keep a care binder with medical history, allergies, and conditions
- Record symptoms, changes, and daily observations
- Store insurance cards, IDs, and key documents in one place
- List doctors, pharmacies, and emergency contacts where helpers can find them
- Save copies of legal documents like power of attorney and directives
- Update the records whenever something changes

## Respite and Sharing the Load

- Make a list of tasks others can take on and ask for help
- Schedule regular breaks and time away from caregiving
- Look into respite care, adult day programs, or in-home help
- Share duties on a rotating schedule with family or friends
- Prepare a backup plan in case you get sick or have an emergency

## Caregiver Self-Care

- Protect time for your own sleep, meals, and movement
- Keep up with your own medical and dental appointments
- Stay connected with friends and activities you enjoy
- Notice signs of stress, exhaustion, or low mood in yourself
  - Persistent burnout is a reason to seek support, not push harder.
- Set realistic limits and let go of being perfect
- Talk to your own doctor if you feel overwhelmed or unwell

## **Support and Resources**

- Find local caregiver support groups, online or in person
- Learn what community, nonprofit, and government services are available
- Ask the care team about social workers or care coordinators
- Keep a list of emergency numbers and after-hours contacts handy
- Research financial, respite, and benefit programs you may qualify for
- Important: this checklist is general information for caregivers, not medical advice; follow the care recipient's doctor and care team, and contact your own doctor if you are struggling