

# Worksheet: Coordinating Caregiving Responsibilities



Caregiving comes with many responsibilities, from helping with housework to driving an older person to doctor’s appointments. It can be helpful to divide up the caregiving duties among family and friends. You can use this checklist to help you coordinate. It is arranged by type of task, such as “health and medical care.” Add other activities as needed and note who is taking care of each one in the “Caregiver” column.

Type of task	Related activities	Caregiver
<b>Household needs</b>	Do laundry and other housework	
	Prepare meals, with awareness of any special diets or dietary restrictions	
	Shop for food and other necessities	
	Assist with home maintenance, such as making repairs and doing yardwork	
	Provide transportation, such as car rides to appointments	
<b>Self-care, supervision, and mobility</b>	Assist with personal care, such as bathing, dressing, eating, and using the toilet	
	Help with getting in and out of beds and chairs	
	Getting around inside or outside the home	

Type of task	Related activities	Caregiver
<b>Emotional and social support</b>	Provide companionship and someone to talk to	
	Encourage the person to participate in hobbies and other leisure activities	
	Help the person manage their feelings	
	Troubleshoot problems that come up	
	Provide respite care to a primary caregiver	
<b>Health and medical care</b>	Encourage a healthy lifestyle and self-care	
	Keep track of medicines and make sure they are taken at the right time	
	Manage other medical care at home, such as wound care or giving shots	
	Respond to acute needs and emergencies	
<b>Coordinating care</b>	Find out information and keep other caregivers up to date on changing conditions	
	Manage a shared notebook and calendar to coordinate care among family members and friends	
	Communicate with doctors, nurses, pharmacists, and other health care providers	

Type of task	Related activities	Caregiver
<b>Coordinating care (continued)</b>	Locate, arrange, and supervise nurses, social workers, home care aides, and other service providers	
	Coordinate medical appointments	
	Participate in treatment decisions	
	Order and pick up prescription medicines	
<b>Financial and legal</b>	Handle financial matters, such as paying bills and managing budgets	
	Manage legal matters, including official records such as wills and insurance policies	
	Participate in advanced care planning	
<b>Other tasks</b>		