

Getting and Staying Organized

Keeping track of the many responsibilities of caregiving can be daunting. Organization can help you care for your loved one or friend and maximize the amount of quality time you can spend together.

Making lists of important information helps to keep you organized and will be very useful in case of an emergency. These lists and other needed information can be put into a clearly marked notebook and kept where others can easily find them. This notebook should contain enough information so that someone filling in for you will know exactly what is needed and what to do.

For example, you might make a list of all the things you need for morning and bedtime routines such as bathing items, medications, and clothing. Buy several of these items, and have them close at hand. This saves time and keeps you from having to search or leave the room for them when you are helping your loved one or friend. If you use items in several different places, such as the bathroom and bedroom, have duplicate items stored in these rooms.

You might also make lists of:

- Medical personnel with their area of expertise, addresses and telephone numbers
- Home healthcare agencies
- Other people who can help or fill in, if you need additional help
- Lawyers and financial advisors
- Where needed items are kept, such as thermometers and blood pressure monitors
- Medications, when they are to be taken, and where they are stored
- Exercise schedules and directions
- Emergency contacts in addition to 911