

To-Do List

As a caregiver, keeping track of responsibilities and getting everything done can be a challenge. Sometimes it helps to get everything out of your head and onto a sheet of paper. You'll be amazed at how simple that exercise can be. Use this chart to list the tasks you need to complete.

Task <i>What needs to get done?</i>	Frequency <i>How often do you need to do it?</i>	Resources <i>Money, tools, materials, etc.?</i>	Help <i>What kind of help might you need?</i>	Priority <i>How important is it to complete this task (high, medium, low)?</i>	Plan <i>Decide what you will work on first, second, third, etc.</i>

Remember

- 1. You can't do it alone.** *Don't hesitate to ask for help, even in the planning stages.*
- 2. Tackle tasks, not projects.** *Still overwhelmed after listing your to-dos? Try breaking your tasks into smaller ones.*
- 3. Prioritize by importance.** *You can't do everything at once (at least not well). So, focus on the most important things.*
- 4. Share your list.** *The next time people ask how they can help you, share your completed chart with them. Ask if there are any tasks on the list they could help with.*