

Your 15-minute family caregiver meeting

Before the call: ask the person receiving help what matters to them, how they want to take part, and what information they agree to share. Invite only the people needed. Choose one practical issue.

0-3 MIN

Start with their priority.

What would make this week work better for you? Check preferences before assigning help.

3-6 MIN

Name the uncovered work.

Pick one task. Include the calls, arranging and follow-through, not only the visible errand.

6-11 MIN

Ask for an honest commitment.

Who agrees to own it? What does done mean? What timing, information or appropriate access is needed?

11-15 MIN

Read back the plan.

Confirm a backup, list anything unresolved, and agree when to check in. A clear no leaves a gap to plan for.

The person's priority:

One task & what done means:

Agreed owner:

By when:

Agreed backup / what happens if it falls through:

Still unresolved & who will ask:

Next check-in:

For ordinary coordination, not clinical care instructions or legal authority. A family agreement does not replace the older person's choices or professional guidance. Keep completed copies private.