





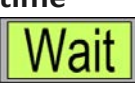





PRIORITISING ACTIVITIES CHECKLIST

Below is the explanation and sample of the “Prioritising Activities Checklist” which we have shared with you in the video.

You may also consider re-designing your own checklist according to your needs and preference. Try placing blue tack on activities that you have completed and regain the sense of control!

We hope this simple checklist may ignite your creativity in developing your own checklist. We have included some examples of common activities that caregivers engage in for easy reference.

No 	Activity 	Can't wait 	Can wait 	Only when I've time 	Who else can help 	Rank of Priority 	By when 
1							
2							
3							
4							

How to use the Prioritising Activities Checklist

1.

Make a Priority List

- Write them down no matter how small the task is so that you will know the number of tasks you need to do in a day.
- We can categorise the tasks according to the following categories:

a. This can't wait (urgent and important)

- Give elderly parents medication and/insulin injection, measuring Blood Pressure and blood sugar check, Planning and Preparing meals, and more.
- Fixed routine *especially for Person with Dementia.

b. Can wait (important)

- Sweep and mop floor, do laundry, collecting mails from mailbox, wash toilets, and more.
- Companionship & lighthearted time.

c. Only when I've time

- Iron clothes, wash curtains, clean windows, tidying the storage area, and more.

2.

Date of Completion and Ranking of Priority

- Categorise each task according to the completion day such as 'Morning', 'Afternoon', 'Night' and rank them.

Examples:

Morning tasks based on priority will be 1) Manage elderly's hygiene and feed medication 2) Arrange breakfast 3) Clear work emails etc.

3.

Make a Contact List

- List down the people whom we can tap on to take over some of the tasks.

Examples:

Grocery shopping, medical supplies ordering.

4.

Delegate Tasks

- Based on our Contact List, delegate the tasks based on availability or suitability.
- Remember, we don't have to do everything by ourselves.

Examples:

- We could check on who is suitable and available to bring the older person for medical appointments parents / children.



5.

Make a list of our favorite hobbies

- In the midst of our busy care giving schedules, caring for our own needs are equally important.

Examples:

- Reading books / newspaper
- Having a cup of coffee
- Connecting with your friends and family via phone or video call
- Exercising, Relaxation and Meditation, and more.



6.

Schedule Breaks

- Add in some of your favorite hobbies in between your caregiving routine. You deserve the break!

Examples:

- a) Set non-negotiable breaks e.g. 10 minutes breaks in between routines or a 30 minutes break in a day.
- b) Take "me" time e.g. do something you enjoy.



COMPLETED!

Examples of the common activities that Caregivers engage in their routine

Personal Care

- *Sponge bath / bed bath
- *Showering children
- *Toe nail and skin care
- *Monitor for bed/pressure sores
- *Assist with Dressing
- *Reminders for taking medication



Nutrition

- *Planning and prepare meals and snacks
- *Encourage water intake
- *Purchasing vitamins & nutritional supplements
 - Ensure / Glucerna shakes, Pedialyte, etc (when applicable).

Medical

- *Assistance with temperature, blood sugar, blood pressure checks
- *Picking up and packing of medications
- *Communicating with doctors outside of appointments – preparing and asking questions
- *Scheduling medical appointments and transportation

Toileting

- *Assistance with bedpan / in-bed toileting / change of diaper when needed
- *Emptying catheter bag when needed
- *Assist with commode transfer from wheelchair when needed

Companionship

- *Go for a walk around the block / in the park
- *Accompanying to appointments
- *Listen to music; sing together if you can – especially old songs your loved one might enjoy
- *Read a book, newspaper or magazine out loud
- *Play a board game or cards, or do a jigsaw puzzle together
- *Watch a movie or popular old series (TV or DVDs) and share your views on the plots & your favourite characters
- * Colour pictures, or draw or paint together



Household

- *Laundry
- *Wash dishes
- *Collecting mails from mailbox
- *Vacuuming, dusting bedroom and living area
- *Making bed and changing sheets
- *Cleaning Kitchen and fridge

Financial

- *Pay bills
- *Manage finances / visiting the Bank

Exercise and Relaxation

- *Transfer assistance from wheelchair
- *Assist with home exercises – physical therapy, range of motion
- *Dance, stretch or practice gymnastics, Yoga or Pilates together
- *Breathing and Meditation
- *Making favourite beverages e.g. coffee, tea, shakes / juices, Yogurt



Shopping

- *Prepare grocery list
- *Meal planning
- *Run errands
- *Buy food and supplies

Rest