

Respite & Support Planner

Turn a general need for help into specific, usable support.

Respite and support do not have to wait until caregiving reaches a breaking point. A regular break, a shared task, or practical outside help can be part of a sustainable care arrangement.

Date completed:

What Is Becoming Difficult?	What Kind of Help Would Make a Difference?	How Often Is Help Needed?
Time / schedule		
Sleep / overnight care		
Physical demands		
Appointments / transportation		
Meals / household tasks		
Paperwork / coordination		
Time away / personal needs		

The support that would make the biggest practical difference right now:

Turn “I Need Help” Into Specific Tasks

A specific task is easier for another person to understand, accept, decline, schedule, and complete. Break large requests into work that can actually be handed off.

Specific Task	How Often / When?	What Would the Helper Need to Know?	Could This Be Shared Now?
Transportation			
Shopping / errands			
Meals			
Companionship / check-in			
Appointments			
Paperwork / calls			
Household task			
Other			

The easiest task to hand off first:

A task that especially needs a backup person:

My Support People

Support does not have to come only from the person who lives closest. Match tasks to people's availability, abilities, location, and willingness.

Person / Resource	What They Could Realistically Help With	How Often / Availability	Backup or Limits

Someone I have not asked because I was unsure what to ask for:

A conversation I need to have about sharing care:

Information or access a helper would need before taking responsibility:

My Respite Plan

Respite is temporary relief from caregiving responsibilities. The useful question is not whether you have 'earned' a break, but what kind of break would help and how the care can continue safely while you step away.

Planning Question	My Answer
What kind of break would help most?	
How often would it help?	
How long would be useful?	
What would I use the time for?	
Who might provide coverage informally?	
What formal respite option might be worth exploring?	
What could make it difficult for me to step away?	

The first realistic break I could plan:

What must be arranged before that break can happen:

Explore Formal & Community Support

Services vary by location. Possible starting points include healthcare social workers, case managers, aging or disability services, respite programs, home-care services, adult day programs, transportation, meal programs, community organizations, and caregiver-support programs.

Service / Organization	What It Might Help With	Cost / Eligibility / Coverage Questions	Contact / Next Step

A professional or organization I will contact first:

Information I should have ready before I call:

In the United States, 211 can be a starting point for information about local community services. Availability and services vary by area.

Can I Actually Step Away?

A break works only if essential care can continue safely. This page identifies what still depends on you before another responsible person can take over.

Before I Step Away	Ready	Needs Work	What Must Be Done
Current medication information can be found			
Daily routine and preferences are documented			
Mobility / personal-care needs are understood			
Important contacts are available			
Appointments / time-sensitive tasks are clear			
Equipment / supplies can be located and used appropriately			
Emergency information is available			
The backup knows what to do if something changes			

Something that still exists only in my memory:

What I need to hand off or document first:

My first planned respite / support date:

Afterward, what worked and what needs adjustment: