

The Family Support Planner

START WITH WHAT MATTERS

Share the responsibilities. Spot the gaps. Agree a plan that works for your family.

The shopping gets done, but nobody has booked the appointment. Everyone assumes someone else has called. Or one person is quietly keeping everything going.

Use this planner together, including Mum or Dad in the decisions. Make the support visible, then agree who can realistically do what.

Make a start in three steps

1. Write down what is needed.
2. Agree a named person for each task.
3. Mark anything uncovered and choose an action.

This plan is for:

Date:

Helping remotely counts too. Booking appointments, ordering shopping and handling paperwork can all be shared.

What does Mum or Dad want?

What help would they welcome? What do they want to keep doing themselves? Include routines and preferences.

What can each person manage?

Consider work, distance and other commitments. Agree what each person can reliably take on.



Who is doing what?

01 / SHARE THE RESPONSIBILITIES

Agree who has accepted each task, how often it is needed and who can cover. Write GAP where nobody is available.

Include arranging, booking and following up. Agree responsibilities with each person before adding their name.

Support needed	Named person	How often?	Backup
Shopping & supplies Food and household essentials			
Meals Preparing food or checking meals			
Appointments & transport Booking, lifts and follow-up			
Household tasks Cleaning, laundry and repairs			
Company & getting out Calls, visits and activities			
Personal support Agreed help with daily routines			
Prescription collection Ordering and collecting			
Paperwork & admin Letters, bills and forms			
Keeping everyone updated Sharing agreed information			
Other Add details in your next steps			

Example: Shopping & supplies | Alex | Every Friday | Jo. Add any extra detail to page 4.



What is still uncovered?

02 / SPOT THE GAPS

A gap may be a missing task, an unreliable arrangement or more than one person can keep managing.

What is being missed?

Which jobs have no named person, happen inconsistently or need more help than is available?

Is too much falling to one person?

Who is doing the chasing, organising and last-minute cover as well as their own tasks?

Where are we relying on assumptions?

Is anyone assuming a task is covered without checking? Who will confirm the arrangement?

What needs attention first?

Choose the most important gap. Agree who will take the first step and when.

Turn gaps into actions

03 / AGREE THE NEXT STEPS

Choose realistic actions, agree a backup and set a date to check whether the plan is working.

Our next three actions

What needs to happen?

Who will do it?

By when?

If someone is unavailable

Who can cover? If nobody can, who will arrange an alternative?

Keeping each other updated

Agree a shared note, message group or call, with Mum or Dad's permission.

Review date:

Review sooner if needs change or the plan is becoming hard to manage.

Found a gap your family cannot cover?
Your Care can help with practical home support and companionship.
Call 0117 947 7422
or message us to have a chat.



Your Care