

Harborwren Family Respite Planning Worksheet

A blank, practical worksheet for noticing when you need a break, planning coverage, and preparing a respectful request for help.

Context:	Date: _____ Household or care context: _____
When I may need a break:	What I have noticed: _____ _____ The kind of break that would help: _____ _____ Preferred coverage window: _____ _____ What would make it feel workable: _____ _____
Tasks that could be covered:	Task 1: _____ Timing or frequency: _____ Helper needs to know: _____ Boundaries or not part of handoff: _____ Task 2: _____ Timing or frequency: _____ Helper needs to know: _____ Boundaries or not part of handoff: _____ Task 3: _____ Timing or frequency: _____ Helper needs to know: _____ Boundaries or not part of handoff: _____ Task 4: _____ Timing or frequency: _____ Helper needs to know: _____ Boundaries or not part of handoff: _____ Task 5: _____ Timing or frequency: _____ Helper needs to know: _____ Boundaries or not part of handoff: _____
People I may choose to ask:	Person, group, or role 1: _____ Possible contribution: _____ How or when to ask: _____ Backup or follow-up note: _____ Person, group, or role 2: _____ Possible contribution: _____ How or when to ask: _____ Backup or follow-up note: _____

Person, group, or role 3: _____
Possible contribution: _____
How or when to ask: _____
Backup or follow-up note: _____

Person, group, or role 4: _____
Possible contribution: _____
How or when to ask: _____
Backup or follow-up note: _____

Person, group, or role 5: _____
Possible contribution: _____
How or when to ask: _____
Backup or follow-up note: _____

A request I can make:

Start and end window: _____
Specific request: _____
Information to share with consent: _____
Response or next step: _____
Review date: _____

Use only the details you are comfortable writing down. Keep the person receiving care and their preferences in view, and ask permission before sharing personal information.