

Harborwren Weekly Caregiving Coordination Planner

A blank, flexible worksheet for planning a week of support, sharing responsibility, and tracking follow-up.

Planning details:	Week of: _____ Care recipient or household context: _____
People and roles:	Person or role 1: _____ Availability or contribution: _____ Person or role 2: _____ Availability or contribution: _____ Person or role 3: _____ Availability or contribution: _____ Person or role 4: _____ Availability or contribution: _____
Monday through Sunday:	Monday Task or support: _____ Responsible person or role: _____ Timing or status: _____ Handoff notes: _____ Tuesday Task or support: _____ Responsible person or role: _____ Timing or status: _____ Handoff notes: _____ Wednesday Task or support: _____ Responsible person or role: _____ Timing or status: _____ Handoff notes: _____ Thursday Task or support: _____ Responsible person or role: _____ Timing or status: _____ Handoff notes: _____ Friday Task or support: _____ Responsible person or role: _____ Timing or status: _____ Handoff notes: _____ Saturday Task or support: _____ Responsible person or role: _____ Timing or status: _____

Handoff notes: _____

Sunday

Task or support: _____

Responsible person or role: _____

Timing or status: _____

Handoff notes: _____

Follow-up items:

Item 1: _____ Owner: _____

Check-in date: _____ Notes: _____

Item 2: _____ Owner: _____

Check-in date: _____ Notes: _____

Item 3: _____ Owner: _____

Check-in date: _____ Notes: _____

Item 4: _____ Owner: _____

Check-in date: _____ Notes: _____

Item 5: _____ Owner: _____

Check-in date: _____ Notes: _____

Use names, roles, services, or other arrangements that fit your household. Add more than one task or support item on a day when needed.