

Weekly Shared Care Plan

Use this sheet when several days of meals, pickup, appointments or household tasks need coordination. Agree who handles the whole task, including arranging it. For one immediate need, the [Family Support Plan](#) may be enough.

Choose the week and priorities

Week beginning:

Three things that most need arranging:

People taking part in this plan:

Share complete responsibilities

Day or task	Person responsible and time	If plans change
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Weekend		

Include only tasks that need a shared arrangement. A task owner handles planning and completion unless you agree otherwise. Add details such as ingredients, transport or a reminder if they are part of the task.

Make the handoff clear

Where this plan will be kept:

How we will confirm a change:

Who needs to hear about it:

Use [the caregiver handoff sheet](#) for care details rather than putting all private information on a shared calendar.

Illustrative example

Two caregivers finish work late on Tuesday and Thursday. One plans and prepares two meals on Sunday; the other handles reheating and cleanup on those evenings. If the first person cannot cook, they agree to use a meal already in the freezer and confirm the change before pickup.

The task is “provide dinner,” including the decisions and work around it. Here is the same illustrative arrangement entered into the plan:

Field	Example entry
Priority	Dinner after late shifts on Tuesday and Thursday.
Responsibility	Caregiver A plans, shops and prepares two meals on Sunday; Caregiver B reheats and clears up on Tuesday and Thursday.
Backup	Use the freezer meal if preparation changes; confirm before pickup.
Check-in	Review on Friday and change one part that did not work.

Check the fit

What was easier this week:

What still fell to one person:

One change for next week:

[Read about sharing care](#) · [Read about support planning](#)

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