

Supporting Caregiver Resilience and Needs

Webinar Part 3: Managing Demands

Developed by Jennifer Milore, MS and Robin D'Amico with Dr. Scott Glassman

Agenda

- Background
- Goals of the Workshop
- Review
- Addressing Needs
- Summary

Goals for Today

1. Increase your self-efficacy and resilience as a caregiver.
2. Learn skills to aid in management of demands
3. Successfully and effectively manage time, energy, and financial demands

Review of Part 1 & 2: Stress, Burnout and Self-Care

- Burnout vs Stress
- Prevent and reduce burnout: Emergency self-care plan
- Importance of Long-Term Self-Care
- Overcoming Barriers to Self-Care
- Reflection: How has your self-care changed in the past week? What changes have you noticed in your life since engaging in more self-care?

Effective Time Management

Tips and Tools for Managing Time Demands

- Make a list:** What needs to get done?
- Keep a calendar:** When do tasks need to be done? Include events or important dates.
- Categorize:** Make a list for each category, including home, work, caregiving, and other; if you have a calendar, you can color code tasks or appointment by category.
- Set deadlines:** Try to stick to set deadlines and when possible, set deadlines a few days before a task must be completed.



Tips and Tools for Managing Time Demands

Prioritize: Each day or week prioritize yours and your loved one's needs.

Delegate: When able, ask competent and reliable people to help with certain tasks.

Downtime: If you have some down time, this may be a good time to prioritize or review your To Do list (ex: while waiting in the doctor's office, make a grocery list)



Weekly Prioritization

Weekly Organization						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Booklet Page 25

Weekly Prioritization: Example

Weekly Organization						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Cardiologist at 5 pm Finish work, prescriptions and follow-up points	Work Presentation meeting	Make and eat dinner with family	Dienerologist at 12 pm	Respond to emails Pick up prescriptions	Clean living space	Organize and prioritize upcoming week

Prioritizing Matrix: Example

- It can be helpful to prioritize what you need to get done.
- Depending on preference, you can prioritize tasks and appointments for the day, week or month.
- It may also help to categorize your tasks and appointments either by labeling or color coding your "Prioritizing Matrix".

Prioritizing Matrix (10/11/17)

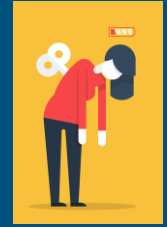
	Urgent	Not Urgent
Important	<ul style="list-style-type: none"> • Take (break out) to the cardiologist • Insurance for work (due tomorrow) • Prepare divorce papers for work presentation (due tomorrow) 	<ul style="list-style-type: none"> • Make and eat dinner with my family • Organize and prioritize incoming work • 30 minutes of reading before bed • Call my best friend for 30 minutes • Respond to email
Not Important	<ul style="list-style-type: none"> • Find a space for groceries (due 2018/11/15/2018/11/15) to do this • Do grocery shopping (due 2018/11/15/2018/11/15) to do this • Buy the laundry (due 2018/11/15/2018/11/15) to do this 	<ul style="list-style-type: none"> • Get things through job stuff • Catching up on my favorite TV show • Go through job emails

Photo credit: (Copyright, stock, left, right)

Successfully Managing Energy Demands

Managing Energy Demands

- General Maintenance and Care:
 - Sleep Hygiene: 6-8 hours of sleep each night
 - Balanced diet
 - Moderate physical activity
- Time management and prioritization
- Engage in self-care
- Engage in pleasant activities
- Ask for help and use your support system



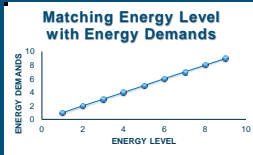
Matching Energy Level with Energy Demands

It is important to match Energy Level with Energy Demands

- Energy Level = How much energy I have
- Energy Demands = How much energy I need for a task

Considerations for completing and prioritizing tasks:

- When do I have the most energy?
- When do I have the least energy?
- How much energy does each task require?



Prioritizing Task List By Energy Required

Make a list of tasks you must complete every day or every week. Next to each task, rate how much energy it will take you on a scale of 1-10 (1=little energy/10=a lot of energy)

Some examples include:

- Giving loved one medication (2)
- Packing school lunches for children (4)
- Giving your loved one a sponge bath (8)

Helpful Tip: keep your list somewhere you will see everyday (ex: front door, bathroom mirror, on your refrigerator).

Booklet Page 29

Managing Time and Energy Demands: Daily and Weekly Tasks Example

Daily Tasks

- Give loved one medication on the morning (2)
- Zip the 37-minute walk (5)
- Pick up lunch (for children) (4)
- Pick up children from school (2)
- Prepare children's homework (2)
- Give loved one medication at night (2)

Weekly Tasks

- Give loved one sponge bath (8)
- Organize loved one's medication into weekly medication (4)
- Organize and schedule upcoming tasks (4)
- Prepare spending from the bank (2)
- Do laundry of healthy time with a loved one (4)

Successfully Managing Financial Demands

Managing Financial Demands: Tracking Income

- Tracking Income
 - Include any and all income including (but not limited to): salaries or wages (take-home, not gross), tips, benefits, pensions, interest, etc.
 - Add together your income for any amount of time (year, month, week) and divide by 12 to find your average monthly income
- Track all spending for 1 or 2 months
 - What did I spend money on?
 - How much money did I spend?

Booklet Pages 30-35

Tracking Spending: Categorize

Some examples include:

- Housing (rent/mortgage, council tax, insurance, maintenance)
- Utilities (electric, water, gas, internet, telephone)
- Food (groceries)
- Transportation (fuel, car or bike maintenance, insurance, public transit fare)
- Health (insurance, prescriptions)
- Debt payments
- Entertainment (eating/drinking out, gym, movies, dates, etc.)
- Savings



Managing Financial Demands: Prioritizing and Evaluating

Look at what you spent over the past month:

- What can you spend less on?
 - Ex: Instead of spending \$8 every day for coffee, make coffee at home
- Is there any money that can be put into savings?
- If you have questions or concerns: Speak with a financial professional



Part 3 Summary and Final Thoughts

- Any questions or comments before we end for the day?

See Reference
Handout for
Sources of
Information in the
Presentation
