Supporting Caregiver Resilience and Needs

Webinar Part 3: Managing Demands

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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.
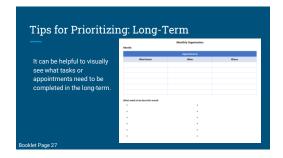
Set deadlines: Try to stick to set deadlines and when possible, set deadlines a few days before a task must be completed.

TIME MANAGEMENT

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

| Week of: | | | | | | |
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

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Weekly Prioritization: Example

Weekly Organization

| Week of: Feb 17 | | | | | | |
Monday: 2/17	Tuesday: 2/18	Wednesday: 2/19	Thursday: 2/20	Friday: 2/21	Saturday: 2/22	Sunday: 2/23
Cardiologist at 5 pm. Finish work presentation and talking points	Work Presentation meeting	Make and eat dinner with family	Rheumatology at 12 pm	Respond to emails. Pick up prescriptions	Clean living space	Organize and prioritize upcoming week

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Tips for Prioritizing: Long-Term

It can be helpful to visually see what tasks or appointments need to be completed in the long-term.

Monthly Organization

Month: _____

Appointments		
What Doctor	When	Where

What needs to be done this month:
- _____   • _____
- _____   • _____
- _____   • _____
- _____   • _____
- _____   • _____

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Tips for Prioritizing: Long Term Example

It can be helpful to visually see what tasks or appointments need to be completed in the long-term.

Monthly Organization

Month: February 2020

Appointments		
What Doctor	When	Where
Oncologist	2/13 at 9 am	Main Line Oncology
Cardiologist	2/16 at 9 am	Lankenau Medical Center
Rheumatologist	2/20 at 11 am	Lankenau Medical Center
Bloodwork	2/24 at 1 pm	Main Line Oncology

What needs to be done this month:
- Organize medical bills   • Finish work presentation
- Make follow-up doctor appointments
- Clean out living space
- Pick up prescriptions
- Update list of prescriptions

Tips for Prioritizing: Urgency and Importance

- 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".

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Managing Time Demands: Prioritizing Matrix Explanation

	Urgent	Not Urgent
Important	Do these tasks *first*: These tasks are both important and urgent. This includes: Deadlines, crises or emergencies, appointments, etc. Examples: • Making sure my loved one has taken his/her/their medication • Taking my loved one to doctors' appointments • Tomorrow is the deadline for a project at work.	Do these tasks *second*: These tasks are important, but not time sensitive. This includes: Planning, self-care, goal setting, relationships, recreation, etc. Examples: • Engaging in some form of self-care • Planning, organizing, and prioritizing tasks for the upcoming week • Enhancing my relationships.
Not Important	*Delegate* when possible: These are tasks are time sensitive but take time away from more important tasks. Do these tasks third if unable to delegate. This includes: Other people's unimportant demands, low priority emails, unimportant meetings, etc. Examples: • Some calls or emails • Grocery shopping • Couponing • Doing dishes.	Try to *minimize* or *avoid*: These tasks are neither important nor urgent and therefore, not worth your time. This includes: Non-productive tasks that can waste time. Examples: • Scrolling through social media • Watching television • Sorting through junk mail • Playing games on your phone.

Slide 1

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: Week of Feb 13th

	Urgent	Not Urgent
Important	• Take [loved one] to the Cardiologist • Presentation for work (due tomorrow.) • Prepare discussion points for work presentation (due tomorrow.)	• Make and eat dinner with my family • Organize and prioritize upcoming week • 30 minutes of reading before bed • Call my best friend for 30 minutes • Respond to emails
Not Important	• Find coupons for groceries (ask [child/spouse/partner] to do this.) • Go grocery shopping (ask [child/spouse/partner] to do this.) • Doing the laundry (ask [child/spouse/partner] to do this.)	• Sorting through junk mail • Catching up on my favorite TV show • Go through junk emails

Color Coding: Caregiving, Work, Self, Other

Slide 2

Successfully Managing Energy Demands
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Slide 3

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?

Matching Energy Level with Energy Demands

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).

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Managing Time and Energy Demands: Daily and Weekly Tasks Example

Daily Tasks:

- Give loved one medication in the morning (2)
- Go for 10-minute walk (4)
- Pack school lunch for children (4)
- Drop off children at school (4)
- Pick up children from school (4)
- Review children's homework (3)
- Give loved one medication at night (2)

Weekly Tasks:

- Give loved one sponge bath (8)
- Organize loved one's medication into weekly container (6)
- Organize and prioritize upcoming week (4)
- Review spending from the week (6)
- 30 minutes of quality time with a loved one (4)

Successfully Managing Financial Demands

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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?

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

See Reference Handout for Sources of Information in the Presentation

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