



## Let Your Fingers Do the Walking



Caregiving is full of administrative tasks that are time consuming, redundant and bureaucratic. Over time you will develop your own system of filing and retrieving often required information.

Some general tips include:

- Make a list of important names and phone numbers and keep it handy (in your notebook, wallet and by the phone).
- Use a medication card to list all the medications and have them written so you don't constantly have to write everything out all over again.
- Try making phone calls and get as much information as you can before you visit any doctor, office or agency. This will save you time, because you'll be better prepared when you do see someone.
- Write down all your questions and concerns ahead of time so that you don't forget anything during a meeting or phone call. Review the list right before you talk to the person.
- Keep your own copies of as much paperwork as you can. It is very frustrating how often forms, test results and applications are lost by officials and government offices.