

YOUR ANCHOR ROADMAP

The Anchor in Chaos



You are not failing. You are running a full care operation with no staff.

Why this roadmap. You keep everything moving, on top of a career and a life that were already full. This roadmap turns what lives in your head into a simple structure you can lean on.

How to use it. Read it once all the way through. Then turn to your 30-day roadmap and start with Stop 1. Every box is fillable: open this PDF in Adobe Acrobat Reader or Preview on a Mac to type and save.



PART 1

What you are carrying

Check any that sound like you.

- ☐ You are the person everyone calls, at work and at home.
- ☐ Your parent's care plan lives in your head and your phone, in pieces.
- ☐ You handle a crisis well. It is the steady, daily load that wears you down.
- ☐ You plan everything for everyone, and rarely for yourself.
- ☐ You keep thinking, I just need to get through this week.



PART 2

What is really going on

The problem is not your capacity. You are doing the work of a coordinator, a scheduler and a records keeper, with no system behind you. Capable women absorb that load quietly until it shows up as exhaustion, short sleep or a short fuse.

The fix is not to try harder. It is to move the work out of your head and onto paper, so other people can see it, share it and step in.

You do not need more discipline. You need infrastructure.



PART 3

Where are you in this?

Caregiving looks different at the start, in the middle and years in. Check the one that fits today. Every stop on your roadmap has a note for where you are.



Just starting

You are new to this, still learning who to call and what is normal.

☐ This is me



In the thick of it

Care is part of every week now, and the load is real.

☐ This is me



Years in

You know the system well, and you are tired in a deeper way.

☐ This is me

YOUR 30-DAY ROADMAP

Four stops, one month

Take one stop at a time. Each has its own page with the steps, a note for where you are, and space to work.





STOP 1 OF 4 · WEEK 1

Get it out of your head

Time it takes: 2 to 3 hours over a week, including calls to fill gaps

Why it matters. When the whole picture lives only in your memory, every call, form and emergency has to go through you. A one-page care snapshot is the first thing a nurse, a relative or a backup person needs, and writing it down frees your mind from holding it all.

WHEREVER YOU ARE



Just starting

Write down only what you already know. Blanks are fine. They become your list of questions.



In the thick of it

Fill the gaps from the pharmacy, the patient portal and the insurance card. Most of this takes a phone call, not a search.



Years in

You likely have pieces of this already. Pull them into one current page, date it, and check it against the latest information.

✓ How to do it

- 1 Start one document.** Paper or digital, in one place only. Put your parent's name and today's date at the top. ☐
- 2 List the health basics.** Conditions you know about, allergies, and any medications or supplements. If there are none, write that down too. ☐
- 3 Add the people.** Doctors or clinics, the pharmacy, insurance, and anyone who helps regularly, paid or unpaid. ☐
- 4 Note the papers.** Whether there is an advance directive, healthcare proxy or power of attorney, and where each is kept. "Unknown" is a useful answer. ☐

- 5 Share it with one person. Someone you trust who should be able to find it if you cannot be reached.

☐

STOP 1 · GET IT OUT OF YOUR HEAD

 Your worksheet

Your care snapshot

What	Details
Conditions	
Allergies	
Medications and supplements	
Main doctor or clinic	
Pharmacy	
Insurance	
Legal papers and where they are	
Shared with	



YOU WILL KNOW IT IS DONE WHEN

You could hand one page to someone else and they would understand the basics.

I will start on

Done

☐



STOP 2 OF 4 · WEEK 2

Put the real cost on one page

Time it takes: 2 to 3 hours, plus time to get access to statements

Why it matters. When costs are paid one at a time, from different accounts and cards, no one sees the full monthly number, including you. The copays, pharmacy runs, rides and small purchases are usually the part nobody counts, and they add up faster than the big bills.

WHEREVER YOU ARE



Just starting

List only what you know is being paid today. Blanks are fine. They show you what to ask about.



In the thick of it

Pull last month's statements, yours and your parent's if you have access, and mark everything that is care related.



Years in

Compare this month with a year ago. Care costs tend to creep up slowly, and the creep is easy to miss.

✓ How to do it

- 1 Gather one month of statements.** Your parent's bank and card statements if you can see them, plus your own. One month is enough to start. ☐
- 2 Mark every care cost.** Help at home, medications and copays, supplies, rides, meals, and anything you cover out of your own pocket. ☐
- 3 Split it by who pays.** Your parent's own income and savings, you, and anyone else who chips in. ☐
- 4 Write the monthly total.** One number at the bottom. Every future decision about care will lean on it. ☐

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Note what may change. Any cost you expect to rise in the next few months, like more hours of help or a new medication.

STOP 2 · PUT THE REAL COST ON ONE PAGE

 Your worksheet

Your monthly care cost

Cost	Amount	Paid by
Help at home		
Medications and copays		
Supplies		
Rides and transportation		
Meals and groceries		
Housing or facility		
Other		
Monthly total		

Costs I expect to change, and when



YOU WILL KNOW IT IS DONE WHEN

You can say what your parent's care costs each month, and who is paying for it.

I will start on

Done



STOP 3 OF 4 · WEEK 3

Map the load, then lighten it

Time it takes: 1 hour to map, then a week to hand off one task

Why it matters. Care work arrives in small pieces: a call here, a refill there, a form at midnight. Seeing it on one page shows you what truly needs you and what a person or a service could take on.

WHEREVER YOU ARE



Just starting

Your list may be short today. Write it anyway. It helps you notice the load before it grows.



In the thick of it

Look for the tasks that repeat every week. Those are the easiest to hand off or automate.



Years in

Look for tasks you kept out of habit. Some may no longer need you, or no longer need doing at all.

✓ How to do it

- 1 List one week of tasks. Calls, rides, refills, bills, visits, forms and the time you spend worrying. Include the invisible work. ☐
- 2 Sort each one. Only me, someone else could, or a service could. "They will not do it my way" is not the same as "only me." ☐
- 3 Pick one to move. Choose the task that costs you the most energy for the least meaning. ☐
- 4 Decide how. A person, a service (pharmacy refills and delivery, grocery delivery, bill autopay) or paid help. ☐
- 5 Ask clearly, then let go. Name the task, the day and what done looks like. Then let it be done their way. ☐

STOP 3 · MAP THE LOAD, THEN LIGHTEN IT

 Your worksheet

Your load map

Task	Only me	Someone else (who?)	A service

The one task I will move first, and how



YOU WILL KNOW IT IS DONE WHEN

One recurring task no longer runs through you.

I will start on

Done

Notes and questions to bring up



STOP 4 OF 4 · WEEK 4

Set one rhythm for updates

Time it takes: 1 hour to set up, then 15 minutes every week

Why it matters. When you are the person everyone calls, news travels one conversation at a time and you repeat it again and again. One regular update gives everyone the same facts and gives you back the hours spent retelling.

WHEREVER YOU ARE



Just starting

Your circle may be small. An update to a partner, one relative or a close friend still counts.



In the thick of it

If calls and texts come from several directions, the update becomes the place everyone looks first.



Years in

If updates already happen, make them shorter and steadier. Consistency matters more than detail.

✓ How to do it

- 1 **Choose your circle.** Anyone who needs to know: family, a partner, a close friend, and anyone helping with care. ☐
- 2 **Pick a day and a channel.** For example, one group text or email every Sunday evening. ☐
- 3 **Use the same three lines.** What changed this week. What is coming up. What I need help with. ☐
- 4 **Say it once.** Let your circle know this is where news lives, so the one-off calls slow down. ☐
- 5 **Keep every update.** Over months they become a timeline, which is surprisingly useful at appointments. ☐

STOP 4 · SET ONE RHYTHM FOR UPDATES

 Your worksheet

Who is in my circle

Day and time

How I will send it

Who I will tell first

My first update: what changed, what is coming up, what I need



YOU WILL KNOW IT IS DONE WHEN

Your circle hears from you once a week, and the side calls slow down.

I will start on

Done

☐

Notes and questions to bring up

PART 4 Your next step



All Hands on Deck

If the load is not shared, the most useful next step is a calm family conversation that puts names next to tasks. All Hands on Deck walks you through it with a short recorded workshop and six fillable tools.

www.askeldervisor.com/all-hands-on-deck

Want to talk it through one-on-one? Book a Clarity Call at www.askeldervisor.com/clarity-call



The Keeper's Letter

Every Sunday: one thing the care system does not tell families, and one small step for the week. It is already on its way to you.

With you,

Bahamia Bailey

Founder, AskEldervisor

Educational guidance, not medical, legal or financial advice. If something feels urgent or unsafe, call your parent's doctor or 911.