

C1 - Keeping Track of What You've Got: 9 Ways to Organize Caregiving Paperwork

When a caregiver's days are filled with therapy sessions, doctor's appointments, IEP meetings, tracking meds, and fixing supper, who has time for paperwork? This workshop answers that nagging question by providing nine ways for participants to organize documents associated with caregiving. Attendees will learn strategies for preparing emergency packets, using calendars for record-keeping, maintaining contact and medication lists, compiling medical histories, logging insurance interactions, filing legal paperwork, and establishing documented daily routines. They will also be given a list of online resources with directions for a variety of organizational systems and downloadable forms. Participants are encouraged to share their own organization strategies at the end of the session. *Trainer: Jolene Philo*



About Jolene Philo

Jolene Philo is parent to a son with special needs, a daughter with learning disabilities and is a former elementary teacher. Early on, she discovered time management tips to keep from losing her mind while raising kids with special needs. Once they grew up, she included those tips and many others in *Different Dream Parenting: A Practical Guide to Raising a Child with Special Needs* and began blogging at www.DifferentDream.com.