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## Creating a Schedule

Below is a sample of how to create a daily calendar when taking care of children and a loved one who has Alzheimer's or any type of dementia. Feel free to adapt it to fit your circumstances.

We suggest 4 columns: Time, Event, Name, Notes

Time: This is the time that is needed to start and end the event.

Event: We like to use the word event because it sounds a lot more fun than homework or housework.

Name: This is who is responsible for that particular event, or who is involved. We use Gran in the example below to signify your loved one with Alzheimer's or any type of dementia.

Notes: This column is for anything extra you need to add like dress up or where to get supplies.

It's best to start by plugging in the non-negotiable tasks: meals, homework/housework, bath time, appointments, school, shopping, and extracurricular activities such as sports, music, and drama clubs. Schedule in time to rest. Sleep is very important for everyone.

Once the non-negotiable tasks are on the schedule, add in the fun things. Include at least one pleasurable experience per day such as walks outside, a picnic, reading, listening to music, tea party, board games, card games, puzzles, coloring, etc.

You may want to structure weekdays with school differently than weekends with the family. Weekends may be reserved for longer fun activities like picnics, visiting friends, or sports events. Decide what events will work for your loved one who has Alzheimer's and what events your loved one and caregiver will do separately.

Adult day care centers are a great resource if you aren't able to pay for a private caregiver, or if a family member is not available to be with your loved one when you are at work or at activities or appointments that don't include them.

All of us have different abilities. Do your best to match the task to the ability. Many people respond well to some kind of reward for completing tasks. Examples of rewards include a star, badge, special activity they love, something they like to eat, or an outing to a special place.

We found some great calendars online with pictures and stickers that are moveable. We love the idea of pictures for those who have trouble reading. Here are four links for calendars: <https://a.co/d/cuHhyDO> , <https://a.co/d/ehJsXoE> , <https://a.co/d/5my0isb> , <https://uclck.ru/yador>

The primary caregiver or the whole family can fill in the calendar or schedule together. We highly recommend creating the schedule as a family because it encourages ownership of tasks.

Remember to insert JOY and laughter into appropriate scheduled activities throughout the day!

Time	event	Names	Notes
7:00 - 8:00	Get up, breakfast, pack lunches	Everyone	Child to help Gran get her cereal
8:30	Get in car for school	Children	Take kids to school on my way to work.
8:30	Caregiver comes over to sit with Gran	FCaregiver & Gran	
8:30 - 10:00	Activity: Walk outside or exercise inside, dance music	Caregiver and Gran	
10:00 - 10:30	Snack	Caregiver and Gran	Encourage Gran to help fix.
10:30 - 11:30	Rest time	Caregiver & Gran	
11:30 - 12:00	Lunch Prep	Caregiver & Gran	
12:00 - 1:00	Lunch and Clean up	Caregiver & Gran	
1:00 - 3:00	Household chores	Caregiver & Gran	Gran to fold laundry
3:00 - 4:00	Rest time with TV or Music	Caregiver & Gran	Watching series on TV and discuss
4:00 - 4:30	Pick up Kids from school, snack and play time	Kids and Gran	
4:30	Dinner Prep	Mom, Gran and, kids	Keep meals simple
5:30	Dinner	Everyone	
6:00	Dinner clean up	Dad and kids	
6:30	Homework	Kids with assistance from Adults	
7:30	Bath-time	Kids and Gran	
8:30	Quiet time	Kids & Gran	Read or tell a story.
9:00	Lights out	Kids & Gran	