

Fill in a specific name, not “whoever is free,” in every cell that applies for the coming week. An empty cell is a task nobody has claimed yet. The point of the grid is to make that visible before it becomes a missed medication or a missed appointment.

The last column is the one job none of the professionals in this family’s life were doing: watching the whole week rather than one piece of it. Someone has to own that column on purpose, in writing, every week. If no name is in that box, that is the most urgent gap on the page.

Day	Morning	Midday	Evening	Meds	Appts	WHO KNOWS
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						

BEFORE THE WEEK STARTS

- ☐ Is there a name in every cell that needs one?
- ☐ Is there a name in the WHO KNOWS box? If not, that is this week’s most important open task.
- ☐ If that person is unavailable for a day, who is the backup, and do they know they are the backup?