Devoted Daughter's MASTER TASK LIST



A "Master Task List" is a simple, yet powerful tool. Once you've established all the members of your team, you can take the next step of selecting people for certain roles. This is something that is typically done on the fly. But when planning for the future, writing out your players and their roles can make sure things are done much more efficiently, and can can be better executed.

To begin, take the time to think about what people are naturally talented at, their availability, and their interests. Not everyone is going to be good at or available for everything, but everyone has something to offer. If your sister lives in another state, she's obviously not the best candidate for meal prep, but could pay bills or make appointments online. Neighbors and friends may want to help but aren't sure of what to do. Simple things such as taking mom to the grocery store or the bank aren't much to ask of others but can be incredibly helpful to you. Don't feel pressured to get every line filled in, it's important to be realistic. If you feel like there are still some holes missing, this may be the time to look into free services in your area, community options, or hiring caregivers.



Grocery Shopping	Laundry
Running Errands	Doctor's Appointment
Meal Preparation	Social Activities
Bill Paying	Exercise
House Work	Transportation
Yard Work	Calling (Social)