



## ISSUES

Number	Issue	Date identified	Code	Priority	Date achieved

Priority codes:

1 = Essential for safety and health

2 = Would like to do or is in the future.



## ISSUES

Number	Issue	Date identified	Code	Priority	Date achieved
1	Run out of money	9/3/10	E	1	
2	Run out of food	9/3/10	E	1	
3	I want a new house	9/3/10	F	2	
4	I forget where I put things	24/3/10	E	1	
5	I can't keep my house clean	24/3/10	N	1	
6	I lose bills and don't pay them	24/3/10	E	1	
7	I forget when I have appointments	24/3/10	N	1	

Priority codes: 1 = Essential for safety and health  
2 = Would like to do or is in the future.



# GOALS

Goal:	Number:
-------	---------

Date Set	Review Date	Review Date	Review Date	Review Date	Review Date

Date	Strategies	Contacts and resources



## GOALS

<b>Goal</b>	<b>Number: 1</b>
<i>I will remember all my appointments in 2 weeks</i>	

Date Set	Review Date	Review Date	Review Date	Review Date	Review Date
<i>9/3/10</i>	<i>9/4/10</i>				

Date	Strategies	Contacts and resources
<i>9/3/10</i>	<i>I will use a diary, calendar and whiteboard and timetable</i>	<i>Section 13 Promoting Independence Toolkit</i>



## GOALS

Goal

Number: 2

*I will have enough food in my house for all my meals for 2 weeks*

Date Set	Review Date	Review Date	Review Date	Review Date	Review Date
<i>9/3/10</i>	<i>9/4/10</i>				

Date	Strategies	Contacts and resources
<i>9/3/10</i>	<i>Menu plan</i>  <i>Develop shopping list</i>  <i>Work with support worker</i>	<i>Worksheet 7</i>  <i>Worksheets 8, 9 &amp; 10</i>  <i>Occupational therapist and support worker</i>



## GOALS

<b>Goal</b> I will keep track of when my bills are due and pay them on time within two weeks	<b>Number: 3</b>
---	------------------

Date Set	Review Date	Review Date	Review Date	Review Date	Review Date
9/3/10	9/4/10				

Date	Strategies	Contacts and resources
9/3/10	<p>Set up a system to keep the expenses I have to pay and the expenses I have paid organised</p> <p>use a calendar and diary so I know when I have to pay the bill by</p> <p>Talk to the Occupational Therapist</p>	<p>Worksheets 12, 13 &amp; 14</p> <p>Section 13 Promoting Independence Toolkit</p> <p>Occupational therapist</p>



## GOALS

Goal

Number: 4

I will identify places to keep things in my house so I don't lose them - within one month

Date Set	Review Date	Review Date	Review Date	Review Date	Review Date
24/3/10	24/4/10				

Date	Strategies	Contacts and resources
24/3/10	<p>Organise house Identify place to keep important things - sunglasses, keys purse and mobile phone.</p> <p>Put signs up to remind me where I should put them</p>	<p>Large Post it notes</p>



## TRIGGER IDENTIFICATION

Trigger	Strategy





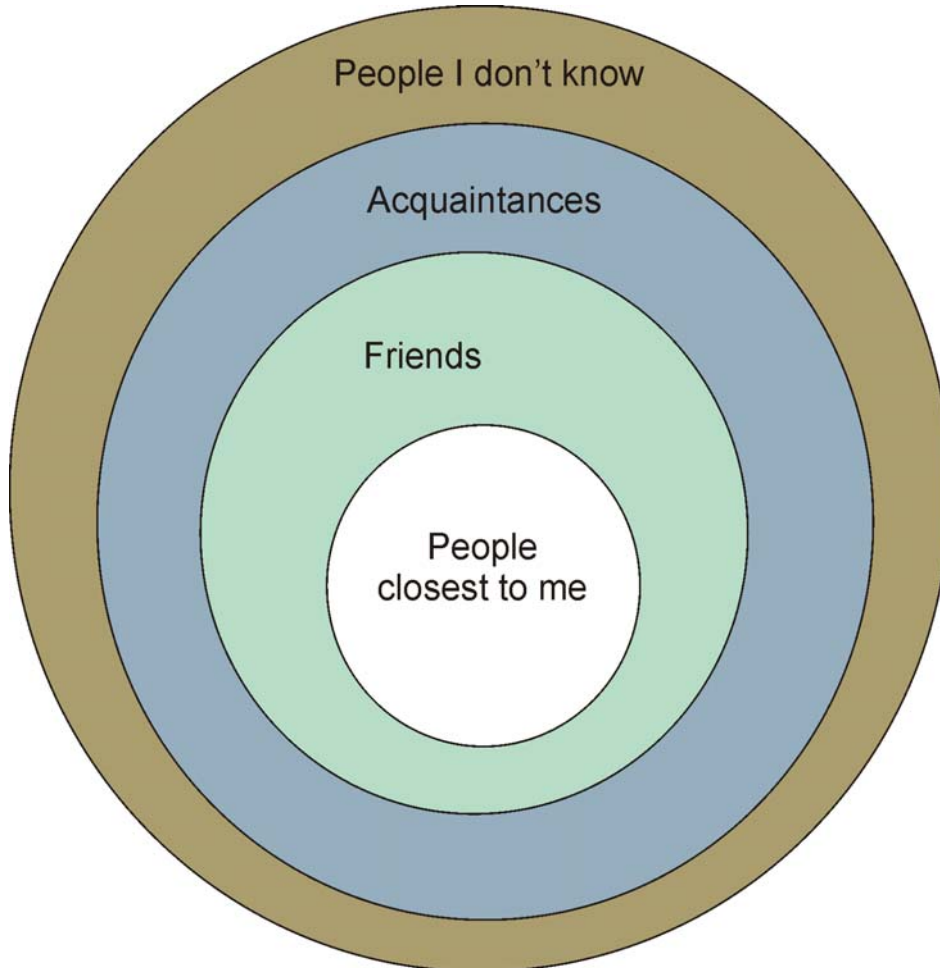
## TRIGGER IDENTIFICATION

Trigger	Strategy
I get irritated when people give me long lists of instructions I can't follow.	Ask them to write down the list of instructions so I can read it through slowly in my own time.
I get irritated more easily if I have not eaten on time.	Make a weekly planner for meal times and keep to it.
I get irritated when I have to wait a long time in waiting rooms	Ask how long the wait will be, go for a walk and come back later
I get angry when I feel I am being told to do things I don't want to do and I feel like punching someone	Take long deep breaths, ask them "how does this help me". If I am still feeling angry walk away and come back.



## MAPPING YOUR EXISTING SOCIAL NETWORKS

Using the worksheet, write down people you can identify that fit into any of the four levels. You may not be able to think of someone to include on all four levels.



People I don't know

.....  
.....

Acquaintances

.....  
.....

Friends

.....  
.....

People closest to me

.....  
.....

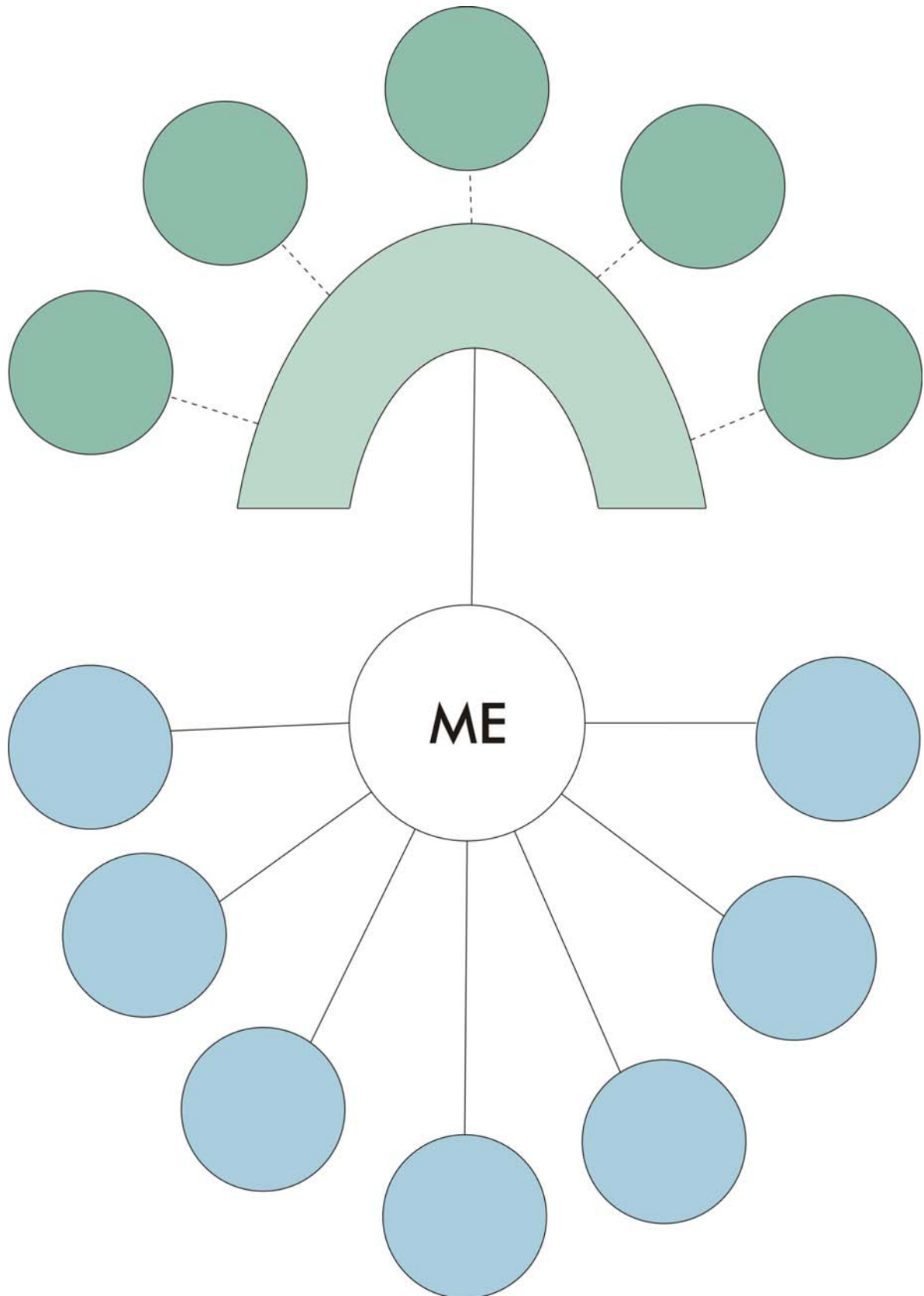


# CONTACT LIST

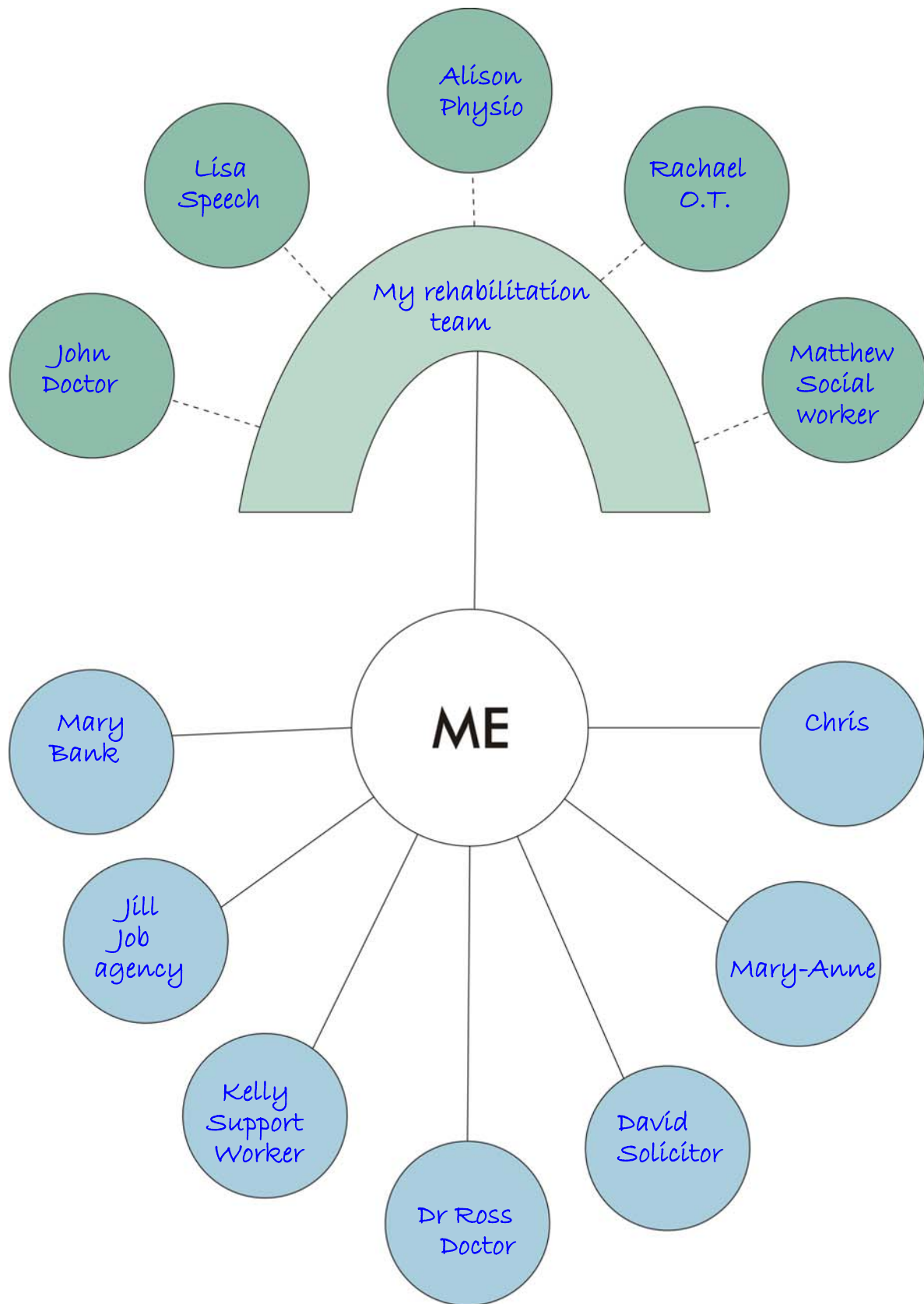
Name	Address	Telephone
	..... ..... .....	
	..... ..... .....	
	..... ..... .....	
	..... ..... .....	
	..... ..... .....	
	..... ..... .....	
	..... ..... .....	
	..... ..... .....	
	..... ..... .....	



## PERSONAL CONTACT MAP



# PERSONAL CONTACT MAP





## MENU PLAN

Meal	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Breakfast							
Morning Tea							
Lunch							
Afternoon tea							
Dinner							
Supper							



## MENU PLAN

Meal	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<b>Breakfast</b>	Special K Cereal Skim milk	Special K Cereal Skim milk	Special K Cereal Skim milk	Special K Cereal Skim milk	Special K Cereal Skim milk	Special K Cereal Skim milk	Special K Cereal Skim milk
<b>Morning Tea</b>	1 banana	1 apple	1 banana	1 apple	1 banana	1 apple	1 banana
<b>Lunch</b>	Lettuce, tomato, cucumber & chicken roll	Lettuce, tomato, cucumber & chicken roll	Lettuce, tomato, cucumber & chicken roll	2 minute noodles	Cheese and tomato toasted sandwich	2 minute noodles	Lettuce, tomato, cucumber & chicken roll
<b>Afternoon tea</b>	5 strawberries	1 Mango	5 strawberries	1 Mango	5 strawberries	1 Mango	5 strawberries
<b>Dinner</b>	Pumpkin soup & bread roll	Pumpkin soup & bread roll left overs	Stir fry chicken & vegetables on rice	Stir fry chicken & vegetables on rice	Spaghetti bolognaise	Spaghetti bolognaise	Take away
<b>Supper</b>	Sticky date pudding and ice cream	Sticky date pudding and ice cream	Sticky date pudding and ice cream	Apple and cinnamon bake	Apple and cinnamon bake	Apple and cinnamon bake	Strawberries & ice cream



## WEEKLY SHOPPING LIST

Fresh Fruit

Fresh Vegetables

Fridge and Dairy

Frozen Vegetables & Items

Delicatessen

Fresh meat

Pantry Items

Cleaners

Toiletries and Personal items





## SHOPPING LIST CHECKLIST (1 person)

### FRESH FRUIT

4 Bananas  
4 Apples  
4 Oranges  
2 Tomatoes

### FRIDGE & DAIRY

1 carton of Milk  
4 Yoghurt  
1 Margarine or butter  
1 block of cheese slices

### DELICATESSEN

200 g of cold meat  
Devon, ham chicken loaf

### PANTRY ITEMS

2 tins of Tomatoes  
2 tins of Soup  
2 packets of Noodles  
Tomato Sauce  
Biscuits  
Pasta  
Rice  
Flour- Plain and Self Raising  
Vanilla Essence  
Eggs  
Salt & Pepper Shakers Herbs

### TOILETRIES & PERSONAL ITEMS

Shampoo  
Conditioner  
Soap  
Razors  
Shaving Cream  
Toothpaste  
Toothbrush  
Feminine Hygiene Products

### FRESH VEGETABLES

1 Lettuce  
2 Carrots  
6 Potatoes  
1 Capsicum

### FROZEN VEGETABLES & ITEMS

1 bag frozen Peas  
1 bag frozen Carrots  
1 x 2 litre container Ice Cream  
1 packet of frozen Pizzas  
1 packet frozen Pies  
1 packet of oven Fries

### FRESH MEAT SECTION

depends upon what you like

### CLEANERS

Ajax  
Disinfectant  
Toilet Cleaner  
Toilet Air Freshener  
Toilet Paper  
Sponges  
Dishwashing Detergent  
Washing Machine Powder  
Duster  
Garbage bin and bags  
Cling Wrap and Foil  
Gloves



## SHOPPING LIST MAJOR ITEMS

### KITCHEN

Fridge  
Microwave  
Cutlery  
Saucepans and Frypans  
Dinner Set  
Microwave Safe Dishes  
Mixing Bowls  
Salt & Pepper Shakers  
Sharp Knives  
Tea Towels  
Tablecloths  
Colander  
Tin Opener  
Spatulas  
Egg Whisk  
Egg Cups  
Whiteboard and Markers  
Telephone and Message Pad

### BEDROOM

Bed  
2 sets of Sheets  
2 sets of Towels  
2 Pillows  
2 Pillow Cases  
2 Blankets  
1 Doona  
1 Doona Cover  
1 Bedside Table  
1 Bedside Lamp  
1 Clock Radio  
Whiteboard

### LOUNGE ROOM & DINING ROOM

Lounge  
Table and Chairs  
Television  
Television Cabinet  
Stereo System  
Lamp  
Heater  
Fan  
Coffee Table  
Clock  
Whiteboard  
Noticeboard

### CLEANING

Vacuum cleaner  
Broom  
Dust Pan and Broom  
Mop and Bucket



## MEAL PREPARATION AND TIME PLANNER

Part of Meal to be prepared	Preparation time	Cooking time

### Order

1. ....
2. ....
3. ....
4. ....
5. ....
6. ....
7. ....
8. ....
9. ....
10. ....



## MEAL PREPARATION AND TIME PLANNER

Part of Meal to be prepared	Preparation time	Cooking time
Grilled chicken breast	10 minutes - to remove fat	30 minutes
Mashed potatoes	10 minutes - to peel and quarter two potatoes	20 minutes to cook 5 minutes to mash 5 minutes to stir in butter and milk
Frozen carrots and beans	5 minutes - to remove from freezer bag	10 minutes to cook in microwave

### Order

1. Peel potatoes and place in saucepan to boil. (10 minutes)
2. Prepare chicken breast and place on griller. (10 minutes)
3. Remove carrots and beans and place in microwave safe container. (5 minutes)
4. Turn chicken breasts over to cook second side. (15 minutes)
5. Microwave carrots and beans. (5 minutes)
6. Drain potatoes and mash. (5 minutes)
7. Stir in butter and milk. (5 minutes)
8. Get out serving plates.
9. Drain microwaved vegetables.
10. Place chicken breast, mashed potato, microwave vegetables on serving plate.



## BUDGET PLANNER - EXPENSES

Page 1

Expense area	Amount	Period	Weekly cost
<b>HOUSEHOLD</b>			
Rent/Mortgage	\$.....	.....	\$.....
Water	\$.....	.....	\$.....
Council Rates	\$.....	.....	\$.....
Telephone	\$.....	.....	\$.....
Electricity	\$.....	.....	\$.....
Gas	\$.....	.....	\$.....
Insurance	\$.....	.....	\$.....
Furniture	\$.....	.....	\$.....
Appliances	\$.....	.....	\$.....
Other	\$.....	.....	\$.....
<b>TOTAL</b>			<b>\$.....</b>
<b>FOOD &amp; GROCERIES</b>			
Weekly Shop	\$.....	.....	\$.....
Milk	\$.....	.....	\$.....
Bread	\$.....	.....	\$.....
Meat	\$.....	.....	\$.....
Take-away	\$.....	.....	\$.....
Eating out	\$.....	.....	\$.....
Other	\$.....	.....	\$.....
<b>TOTAL</b>			<b>\$.....</b>
<b>HEALTH</b>			
Medical Expenses	\$.....	.....	\$.....
Medication	\$.....	.....	\$.....
Toiletries	\$.....	.....	\$.....
Dentist	\$.....	.....	\$.....
Optometrist	\$.....	.....	\$.....
Medical insurance	\$.....	.....	\$.....
Other	\$.....	.....	\$.....
<b>TOTAL</b>			<b>\$.....</b>



## BUDGET PLANNER - EXPENSES

Page 2

Expense area	Amount	Period	Weekly cost
<b>TRANSPORT</b>			
Public Transport	\$.....	.....	\$.....
Own car petrol	\$.....	.....	\$.....
Own car - insurance etc	\$.....	.....	\$.....
Other	\$.....	.....	\$.....
<b>TOTAL</b>			<b>\$.....</b>
<b>PERSONAL</b>			
Cloths	\$.....	.....	\$.....
Haircuts	\$.....	.....	\$.....
Feminine hygiene	\$.....	.....	\$.....
Male hygiene	\$.....	.....	\$.....
Other	\$.....	.....	\$.....
<b>TOTAL</b>			<b>\$.....</b>
<b>LIFESTYLE</b>			
Hobbies	\$.....	.....	\$.....
Club membership	\$.....	.....	\$.....
Sport membership	\$.....	.....	\$.....
Entertainment	\$.....	.....	\$.....
Holidays	\$.....	.....	\$.....
Cigarettes	\$.....	.....	\$.....
Gifts	\$.....	.....	\$.....
Other	\$.....	.....	\$.....
<b>TOTAL</b>			<b>\$.....</b>
<b>OTHER</b>			
Education	\$.....	.....	\$.....
Equipment	\$.....	.....	\$.....
Computer	\$.....	.....	\$.....
Other	\$.....	.....	\$.....
<b>TOTAL</b>			<b>\$.....</b>
<b>TOTAL EXPENSES</b>			<b>\$.....</b>



## BUDGET PLANNER - EXPENSES

Page 1

Expense area	Amount	Period	Weekly cost
<b>HOUSEHOLD</b>			
Rent/Mortgage	\$150	Week	\$150
Water			
Council Rates			
Telephone	\$30	Week	\$30
Electricity	\$20	Week	\$20
Gas			
Insurance	\$260	Year	\$5
Furniture			
Appliances	\$800	Year	\$15
Other			
<b>TOTAL</b>			<b>\$220</b>
<b>FOOD &amp; GROCERIES</b>			
Weekly Shop	\$80	Week	\$80
Milk	\$3	Day	\$21
Bread	\$4	2 per week	\$8
Meat	\$15	Week	\$15
Take-away	\$15	2 per week	\$30
Eating Out	\$40	Fortnightly	\$20
Others			
<b>TOTAL</b>			<b>\$174</b>
<b>HEALTH</b>			
<b>Medical Expenses</b>			
Medication	\$40	Fortnight	\$20
Toiletries	\$30	Fortnight	\$15
Dentist	\$150	Six monthly	\$6
Optometrist			
Medical insurance	\$25	Weekly	\$25
Other			
<b>TOTAL</b>			<b>\$66</b>



## BUDGET PLANNER - EXPENSES

Page 2

Expense area	Amount	Period	Weekly cost
<b>TRANSPORT</b>			
Public Transport	\$40	Week	\$40
Own car petrol			
Own car - insurance etc			
Other			
<b>TOTAL</b>			<b>\$40</b>
<b>PERSONAL</b>			
Cloths	\$130	Quarter	\$10
Haircuts	\$40	2 monthly	\$5
Feminine hygiene	\$20	Fortnight	\$10
Male hygiene			
Other			
<b>TOTAL</b>			<b>\$25</b>
<b>LIFESTYLE</b>			
Hobbies			
Club membership			
Sport membership			
Entertainment			
Holidays			
Cigarettes			
Gifts	\$50	Week	\$50
Other			
<b>TOTAL</b>			<b>\$50</b>
<b>OTHER</b>			
Education			
Equipment			
Computer			
Other			
<b>TOTAL</b>			
<b>TOTAL</b>			<b>\$575</b>





## BUDGET PLANNER - INCOME

Income	Amount	Period	Weekly Income
Salary	\$.....	.....	\$.....
Pension	\$.....	.....	\$.....
Savings	\$.....	.....	\$.....
Other	\$.....	.....	\$.....
Other	\$.....	.....	\$.....
<b>TOTAL INCOME</b>			<b>\$.....</b>



## BUDGET PLANNER INCOME

Income	Amount	Period	Weekly income
Salary			
Pension	\$580	Week	\$580
Savings			
Other			
Other			
<b>TOTAL INCOME</b>			\$580



## BUDGET PLANNER - BALANCING ACCOUNTS (OUTCOMES)

Identify your Total income and Total expenses for a weekly budget.  
Refer to Budget Planner Worksheets 12 and 13.

**Total income =**  
*(Weekly Total  
off Worksheet 13)*

**Total expenses=**  
*(Weekly Total  
off Worksheet 12)*

Your weekly income must be  
more than your weekly expenses.

Now, subtract your total expenses from  
your total income.

	<b>Income =</b>	\$.....
<b>minus</b>	<b>Expenses =</b>	\$.....
		<hr/>
	<b>Balance:</b>	\$.....

If your income is more than your expenses, the money left over can be for savings or a treat.

If your income is less than your expenses, you need to review your expense Worksheet Budget Planner Sheet 12, and identify where you can decrease your expenses.

If you require assistance to work out your budget refer to the useful contacts mentioned before these worksheets.



## BUDGET PLANNER - BALANCING ACCOUNTS (OUTCOMES)

Identify your Total income and Total expenses for a weekly or fortnightly budget. Refer to Budget Planner Worksheets 12 and 13.

*(Weekly Total  
off Worksheet 13)*

Total income = \$580

*(Weekly Total  
off Worksheet 12)*

Total expenses = \$575

Your weekly income must be more than your weekly expenses.

Now, subtract your total expenses from your total income.

	Income =	\$580
minus	Expenses =	\$575
		<hr/>
	Balance:	\$ 5

If your income is more than your expenses, the money left over can be for savings or a treat.

If your income is less than your expenses, you need to review your expense Worksheet Budget Planner Sheet 12, and identify where you can decrease your expenses.

If you require assistance to work out your budget refer to the useful contacts mentioned before these worksheets.



## WEEKLY TIMETABLE

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8.00							
9.00							
10.00							
11.00							
12.00							
1.00							
2.00							
3.00							
4.00							
5.00							
6.00							
7.00							
8.00							



## BRIAN'S FIRST WEEKLY

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8.00	Wash cloths	Wash cloths	Wash cloths	Slept in	Slept in	Slept in	Slept in
9.00	↓	Clean bathroom	↓	↓	↓	↓	↓
10.00	Mow lawns	↓	Tidy bedroom	↓	↓	↓	↓
11.00	↓	Grocery shop	Vacuum house	↓	↓	Nibbles at shop	Visited family
12.00	Clean kitchen	↓	↓	Brunch	Brunch	↓	↓
1.00	↓	Pay bills	Dust House	↓	↓	Play squash	↓
2.00	Play squash	↓	Play squash	Afternoon sleep	Afternoon sleep	↓	↓
3.00	↓	Ironing	↓	↓	↓	↓	↓
4.00	↓	↓	↓	↓	↓	↓	↓
5.00	Prepare dinner	Prepare dinner	Prepare dinner	Prepare dinner	Out with friends	Out with friends	Video with friends
6.00					↓	↓	↓
7.00		Movies			↓	↓	↓
8.00		↓			↓	↓	↓

### BRIAN'S SECOND WEEKLY TIMETABLE

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8.00	Wash cloths		Wash cloths			Wash clothes	
9.00	↓	Clean kitchen	↓	Vacuum house	Grocery shop		
10.00		↓	Clean bathroom	↓		Ironing	
11.00	Mow lawn		↓	Dust house	Pay bills	↓	Visited Family
12.00	↓						↓
1.00	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	↓
2.00	Play squash		Play squash			Play squash	↓
3.00	↓	Ironing	↓		Tidy bedroom	↓	↓
4.00	↓	↓	↓			↓	↓
5.00	Prepare dinner for 2 nights	Eat last nights leftovers	Prepare dinner for 2 nights	Eat last nights left overs	Out with friends	Out with friends	Video with friends
6.00		Movies			↓	↓	↓
7.00					↓	↓	↓
8.00					↓	↓	↓

## GEMMA'S WEEKLY TIMETABLE

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8.00	White board & diary	White board & diary	White board & diary	White board & diary	White board & diary	White board & diary	White board & diary
9.00	Menu planning	Clean bathroom	Clean kitchen	Vacuum house	Wash cloths		Iron
10.00	Shopping list preparation	↓	↓	↓		Visit friends	
11.00	Shop & pay bills					↓	Visit family
12.00	↓					↓	↓
1.00	↓	Lunch	Lunch	Lunch	Lunch	Lunch	↓
2.00	Lunch						↓
3.00	Sort cloths						↓
4.00	Tidy bedroom	Wash cloths	Iron		Iron		↓
5.00	Prepare dinner	Prepare dinner	Prepare dinner	Prepare dinner	Prepare dinner	Prepare dinner	Prepare dinner
6.00							
7.00							





## PLANNING TO USE PUBLIC TRANSPORT

### THE TRIP TO YOUR DESTINATION

Going from: .....

Going to: .....

Arrival time: .....

Transport being used	Leaving From	Time leave	Destination Going to	Time Arrive

### THE TRIP HOME

Going from: .....

Going to: .....

Arrival time: .....

Transport being used	Leaving From	Time leave	Destination Going to	Time Arrive

## PLANNING TO USE PUBLIC TRANSPORT

### THE TRIP TO YOUR DESTINATION

Going from: *Liverpool*

Going to: *The City (closest station - Town Hall)*

Arrival time: *12.30 pm lunch at Plant Hollywood*

Transport being used	Leaving From	Time leave	Destination Going to	Time Arrive
<i>Foot</i>	<i>Home</i>	<i>11.00am</i>	<i>Liverpool Station</i>	<i>11.15 am</i>
<i>Train</i>	<i>Liverpool station</i>	<i>11.15 am</i>	<i>Town Hall station</i>	<i>12.15 pm</i>
<i>Foot</i>	<i>Town Hall station</i>	<i>12.15 am</i>	<i>Planet Hollywood</i>	<i>12.25pm</i>

### THE TRIP HOME

Going from: *Planet Holly wood (the City)*

Going to: *Liverpool*

Arrival time: *3pm*

Transport being used	Leaving From	Time leave	Destination Going to	Time Arrive
<i>Foot</i>	<i>Planet Hollywood</i>	<i>1.30pm</i>	<i>Town Hall Station</i>	<i>1.40 pm</i>
<i>Train</i>	<i>Town Hall Station</i>	<i>1.40 pm</i>	<i>Liverpool Station</i>	<i>2.40 pm</i>
<i>Foot</i>	<i>Liverpool Station</i>	<i>2.40 pm</i>	<i>Home-Liverpool</i>	<i>2.55pm</i>



## MEETING MINUTES

DATE: ...../...../.....

THOSE PRESENT:

.....

.....

.....

.....

ISSUES:

.....

.....

.....

.....

.....

.....

GOAL REVIEW:

.....

.....

.....

.....

ACTION:

.....

.....

.....

NEXT MEETING DATE: ...../...../.....