

Daily Personal Agenda

Name:

Daily Personal Agenda

A Product Created in Support of:

Montessori Methods for Dementia™: Supporting the Person and the Prepared Environment

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About this Agenda

This agenda has been designed for people with memory deficits (such as dementia). The purpose of this agenda is to help promote the use of daily schedules, with routines, activities of daily living and special programming clearly identified and presented in a schedule for the day – to be used by each and every person who is challenged by memory loss. Many of us rely on a daily schedule to guide us through our days and weeks, so why don't we use this same practice for those with dementia?

It is worthy to note that **we all need a reason to get out of bed in the morning, with something to do and something to look forward to**. An agenda provides the visual cueing that supports the memory loss associated with dementia, thus providing people with important information about what they will be doing today and what they have to look forward to. When a person can clearly see what is in store for the day (either with words or pictures) he/she no longer needs to be asking others (over and over again) to provide these important details. Research has shown that a daily schedule not only reduces agitation and wandering, it also contributes to an improved mood and, when helping roles and routines are integrated into the day, self esteem is also enhanced. It is important to note that the more the person uses the agenda, the better he/she will get at remembering to look to the agenda for important details about the day.

If a person is unable to read, it is recommended that you use pictures to communicate the details related to the day. Before putting the details about the day into the agenda, always check to find out what size of print/picture is required for this person to be able to see the details on the page. If you are printing the details on the page, be sure to use a black marker and print clearly.

When creating and using an agenda, there are a number of options from which to choose. You can use the sheets provided (and fill in the details by hand – printing neatly in bold black print or with pictures), download the schedule from our website and paste the computer prepared schedule onto the pages provided. Alternatively, you could print and laminate schedules and decide not to use this book at all. If an individual's routine is the same from week to week you could just put the day (versus the date) on the heading and use just 7 sheets (one per each day of the week). Create a daily schedule based on what makes sense to you, your environment and the person who will be using the agenda – but **make sure it is used and updated** to help support memory loss while also promoting meaningful engagement in life throughout all stages of dementia!

Important Notation: If you plan to use actual times (versus wording such as Morning, Afternoon and Evening) it is important to have a clock or watch that can be seen and understood.

If you would like to download the template for the agenda, visit our website at www.aging.mcmaster.ca and click on Montessori Methods for Dementia™.

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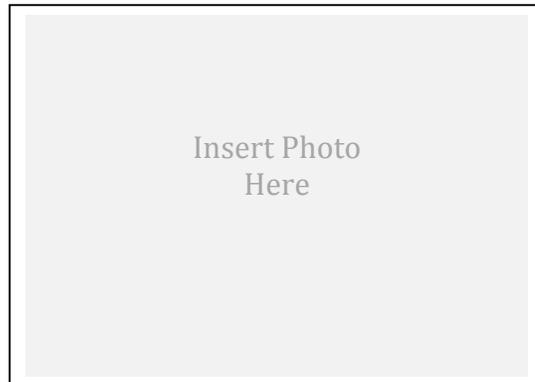


This agenda belongs to:

Name:

Address/Room Number:

Phone:





CASE EXAMPLE

This Person Attends a Day Program

This is a case of Mrs. Joy, a pleasant woman, with mild dementia, who is living in her own home. When she first started attending the Day Program she was pre-occupied with going to the toilet, asking about every five minutes if she could please go to the toilet. When we began working with her she was provided with a schedule that included a trip to the toilet every half hour. She was taught to place a checkmark in the box on the right after each trip to the toilet, reinforcing the message that she had been to the toilet and will go again in half an hour. Then we moved to every 45 minutes and increased the timing gradually to where it is today. Now, six weeks later, she knows to look at her schedule/agenda to find out when she will be going to the toilet. Her roles and routines keep her engaged and her agenda reminds her about what she has to do and when she will be doing it. She loves to help and loves to have something meaningful to keep her busy. She is far less agitated, and rarely asks to go to the toilet at unscheduled times. Having the agenda to remind her when to go also helps to remind her that she has gone recently. She is much less anxious, her mood has improved and she often states that she is happy to have something to do, and is glad to be thought of as a volunteer helper. In fact, we have made a yellow vest that has the word "Volunteer" on it. She wears this with pride. She follows her agenda throughout the day and now remembers to bring it with her when she comes to the day program. We have her on a 7 day schedule, using one page (schedule) per day of the week. Mondays are always the same, Tuesdays are always the same, etc. We use a soft pencil to check the boxes off and erase these at the end of each day.

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Note: The information is typed in size 22 Arial font. We determined the size of print required for her to see the information before creating the schedule. Please refer to the book *Montessori Methods for Dementia™* to learn more about the Sight and Reading Ability Screen.





Today's Schedule

Today is: Monday

Time	Details	Location	Check ✓ when done
8 am	<ul style="list-style-type: none">• Get up and go to toilet• Have breakfast• Get dressed	Home	
8:45 am	Put coat and shoes on and wait for Day Program Van driver to come to your door	Wait at front door on red chair	
9 am	Arrive at Day Program then greet those who arrive for today's program.	Local Day Away Program	
9:30 am	Go to toilet	Pink Bathroom	

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Today's Schedule

Today is: Monday

9:45 am	Reading Program	Book Parlour	
11:00 am	Help set tables for lunch	Dining room	
11:50	Go to toilet	Pink Washroom	
12:00	Lunch	Dining Room	
1:00 pm	Today's Activity – Details posted on Book Parlour Door	Book Parlour	
2:00 pm	Tea Time – help serve cookies	Dining Room	
2:25	Go to toilet	Pink Washroom	
2:30 pm	Help clear tables from tea time	Dining Room	

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Today's Schedule

Today is: Monday

2:45 pm	Carpet sweep dining room floor	Dining Room	
	Get ready for van to pick you up to go home	Wait at Blue door.	
4:00 pm	Arrive at home Make dinner and tidy up	Kitchen	
7:00	Your daughter Anne will call	Living Room	
9:30	Get ready for bed	Bedroom	

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Today's Schedule For:

Today is:

MORNING SCHEDULE

Time	Activity	Location	Check Off When Complete
8:00 a.m.	Get up and get dressed. Go to the bathroom.	Clothes are in the brown cupboard at the end of your bed.	✓
8:30 a.m.	Go to the dining room for breakfast.	Dining Room First Floor Follow the rose designs on the wall.	✓
9:30	Towel folding	Second Floor Follow the blue pictures to the Social Room	
10:30	Today's Activity (Details are inserted according to the day)	Second Floor Follow the blue pictures to the Social Room	
10:50	Washroom Visit	Ladies Washroom Pink door	
11:00	Set tables for lunch	Dining Room First Floor Follow the rose designs on the wall.	

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SAMPLE SCHEDULE FOR SOMEONE IN LTC



This schedule would be useful for someone who needs assistance with ADL's. This schedule was used by Personal Support Workers who assisted with ADL's. There is a schedule for them to use to help with the care they provide in the room of each resident and another schedule (that would be used in a book like this) that provides details about the remainder of the day. To add another level of memory support the PSW also prepared labels and placed them on the clothes. For example, on the blouse there was a label "Please put on blouse". Beside the blouse she had the pants with a label that said, "Please put on pants." A label was provided for each item of clothing and they were in the order that she would need to get dressed. This person now can get dressed all by herself. She takes great pride in being able to do this independently.

The purpose of the schedule is to meet the needs of the person who will be using it. The objective is to support memory loss while also adding meaning and purpose, dignity and quality of life to those living with dementia and/or other memory deficits.

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Today's Morning Routine

Time	Details	Location	Check ✓ when done
Morning	Go to toilet	Washroom	
	Wash my face and hands	Washroom	
	Brush my teeth	Washroom	
	Take off night clothes		
	Put on bra Put on blouse Put on Pants Put on Shoes		
	Go for breakfast	Blue Dining Room	

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Today's Schedule

Today is: **Monday** (NOTE: if every Monday is the same you could just use the word Monday with no specific date and use this same schedule every Monday. Use a pencil to check off when done and erase at the end of each day. Otherwise, you can fill in the date every day.)

Time	Details	Location	Check ✓ when done
9am	Breakfast Greeter	Blue Dining Room	
9:45 am	Go to toilet	Beside Dining Room	
10 am	Wipe dining room tables	Dining Room	
11 am	Reading Group	Parlour	
12 noon	Lunch	Dining Room	
1pm	Rest	In my room 123	
2 pm	High Tea Serve cookies	Dining Room	
3 pm	Polish silver	Parlour	
4 pm	Distribute aprons for dinner	Dining Room	
5 pm	Dinner	Dining Room	

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Today's Schedule

Today is: Monday

Time	Details	Location	Check <input checked="" type="checkbox"/> when done
8 am	Go to toilet	My bathroom	<input checked="" type="checkbox"/>
	Get dressed	Clothes on bed	<input checked="" type="checkbox"/>
8:15 am	Breakfast	Dining room	
9:30 am	Wipe dining room tables	Dining room	
	Refill sugar and jam package dispensers on tables	Dining room	

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Today's Schedule

Today is: _____

Time	Details	Location	Check <input type="checkbox"/> when done

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