



Making the most of your checklist

Write down the tasks you need to do and the order in which you should do them.

Take a look at the example (3). It shows a list of tasks that need to be done in a certain order.

It also shows how to write down the tasks in a way that is easy to read and understand.

Take a look at the example (13). It shows a list of tasks that need to be done in a certain order. It also shows how to write down the tasks in a way that is easy to read and understand.

Write down the tasks you need to do and the order in which you should do them. Write down the tasks in a way that is easy to read and understand. (15).



Visiting care homes

A *.....* ? **n**

D *.....* ? **n**

I *.....* ? **n**

I *.....* ? **n**

C *.....* ? **n**

H *.....* ?

.....

.....

A *.....* ? **n**

D *.....* ? **n**

I *.....* ? (I *.....* ?) **n**

Meeting care needs

D...? n

D...? n

D...? n

A...? n

D...? n

L...? n

D...? n

A...? n

A...? n

D...? ...

n

Day-to-day considerations

What are the day-to-day considerations for the project?

.....

.....

Identify the key stakeholders and their interests? **n**

Define the project's scope and objectives? **n**

Communicate the project's purpose and goals to the team? **n**

Communicate the project's progress and status to the team? **n**

Communicate the project's risks and issues to the team? **n**

Communicate the project's budget and resources to the team? **n**

Identify the project's milestones and deliverables? **n**

Allocate resources and manage the project's budget? **n**

W. *W. ?* n

C. *C. ?* n

I. *I. ?* n

W. *W.*

Social life and activities

A: How often do you go to the cinema?
I: I go to the cinema once a week.

n

I: How often do you go to the gym?

n

D: How often do you go to the park?

n

A: How often do you go to the library?
I: I go to the library twice a month.

n

A: How often do you go to the museum?

n

W: How often do you go to the zoo?
I: I go to the zoo once a year.

n

D: How often do you go to the beach?

n

D: How often do you go to the park?
I: I go to the park every day.

n

A: How often do you go to the cinema?
TV: I go to the cinema once a week.
I: How often do you go to the gym?
TV: I go to the gym twice a week.

n

Answer: $\frac{1}{2}$

Contracts and fees

C How much does it cost to get a contract? n

C How much does it cost to get a contract? n

W How much does it cost to get a contract? n

A How much does it cost to get a contract? n

W How much does it cost to get a contract? n

A How much does it cost to get a contract? n

W How much does it cost to get a contract? n

I How much does it cost to get a contract? n

I ... ? n

A ... ? n

I ... NHS- ...

Making the move

Sort out insurance

Ensure you have adequate insurance cover for your business and your personal assets. **n**

Ensure you have adequate insurance cover for your business and your personal assets. **n**

Sort out your insurance cover for your business and your personal assets. **n**

Sort out what you'll bring with you

Sort out what you'll bring with you to the office. **n**

Arrange to have your business and personal assets insured. **n**

Arrange to have your business and personal assets insured. **n**

Make necessary arrangements

Arrange to have your business and personal assets insured. **n**

Check that you have adequate insurance cover for your business and your personal assets. **n**



Age UK Advice

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22.4 (L)12.8 (B)19.2 (. A)9.5 (g)23.2 (e U)21 (K a)17.3 (n)22.3 (d i)19.3 (t)35.6 (s s)14.2 (u)16.8 (b)19.3 (s)