



FREE ONE-PAGE TOOL 10 | CAREGIVING

A Caregiving Handoff Note

A clear handoff helps another trusted person step in while you take a break.

1 Start with essentials

Write the person's preferences, routine, and how they communicate needs.

2 Keep instructions current

Include only information the helper needs for this specific visit.

3 Confirm the handoff

Ask the helper to repeat the plan and tell you what they can actually do.

A phrase you can borrow

"Here is what matters most for today. Please call me if something is unclear."

Make it yours

The one detail a helper must know today:

This free sheet offers education and peer support, not individualized medical, mental-health, legal, or safety advice. If you are in immediate danger in the U.S., call 911. For crisis support, call or text 988. If someone may monitor your device, consider a safer way to access this resource.

Learn more: cdc.gov/caregiving/caring-for-yourself/index.html