

zeitlos.care

Zeitlos Family Care Binder

Organize the people, plans, and everyday help around an aging parent, in one place.

Free sample



Edition 1 • 2026 • U.S. Letter

How this binder works

When a parent needs more help, the hard part is rarely one big decision. It is the dozens of small ones: who calls, who drives, where the papers are, and what happens when the usual helper is sick. This binder puts those answers on paper so the whole family can see them.

Who it is for

Adult children, spouses, and relatives who share everyday support for an older parent, whether they live down the street or across the country.

How to use it

- ☐ Spend one week on the Start Here plan. It takes about 20 minutes a day.
- ☐ Fill in the five starting pages first. Everything else can wait.
- ☐ Look at the example before each blank page. It shows the level of detail that works.
- ☐ Keep the binder in one known place, and photograph updated pages for relatives who live far away.

What this binder is not. It is an organizing system. It does not give medical, legal, financial, or home safety advice, and it is not a place for health records or account numbers. When a question needs a professional, the binder helps you write down what to ask.

The Zeitlos Care team

This free sample shows 6 of the binder's 31 pages. The full binder includes every section in English, Spanish, and Vietnamese.

Get the full binder at www.zeitlos.care/shop/family-care-binder/

Your seven-day setup plan

About 20 minutes a day. Check each day off as you go. If a day runs long, carry it over. There is no deadline.

Day 1: Talk with your parent first

- ☐ Ask what help they want, and what they want to keep doing themselves.
- ☐ Ask who they want involved and who should not be told everything.
- ☐ Agree where the binder will live.

Day 2: People and contacts

- ☐ Fill in the Contacts and Roles page.
- ☐ Name a backup for every main helper.

Day 3: Who does what

- ☐ Read the responsibility chart example.
- ☐ List every recurring task, including the invisible ones like reminder calls.

Day 4: Share the work

- ☐ Send the draft chart to everyone involved.
- ☐ Agree on tasks for relatives who live far away.

Day 5: A normal week

- ☐ Fill in the Weekly Support Plan.
- ☐ Mark regular errands, rides, meals, and check-in calls.

Day 6: Where things are

- ☐ Fill in the Document Locator with locations only.
- ☐ Confirm who can reach those places if needed.

Day 7: If plans change

- ☐ Fill in the Backup Plan.
- ☐ Set a date for the first family check-in meeting.

Fill these five pages first

These five pages answer the questions families ask most often. Start here, then add the rest as needed.

1

Contacts and Roles

Everyone knows who to call and who covers for whom.

2

Responsibility Chart

Tasks have one owner and one backup, so nothing is assumed.

3

Weekly Support Plan

The normal week is visible at a glance.

4

Document Locator

Papers can be found without keeping sensitive numbers in the binder.

5

Backup Plan

A sick day or a trip does not turn into a crisis.

Setting up the binder

- ☐ Use a 1.5-inch three-ring binder and eight tab dividers.
- ☐ Cut out the tab labels on page 29 and slide them into the dividers.
- ☐ Print extra copies of pages you update often, like the weekly plan.
- ☐ Write "Last updated" and the date on every page you change.

Example: three siblings share the work for Mom (Rosa, 79)

One owner and one backup for every recurring task. Review it at each family check-in.

Example with invented names. Your family's page will look different.

Task	Who	Backup	How often	Notes
Weekly groceries and pharmacy pickup	Ana	David	Weekly, Sat.	Ana lives 10 minutes away
Rides to appointments	Ana	Neighbor (Mr. Lee)	As scheduled	Confirm the day before
Schedule appointments and confirm times	Mai	David	As needed	Mai lives out of state, works by phone
Mail sorting and bill-due reminders	David	Ana	Every other Sun.	Reminders only; Mom pays her own bills
Daily check-in call	Mai	Ana	Daily, 6 p.m.	Rotate if Mai travels
Yard and gutters (hire out)	David	Mai	Seasonal	David books the service
Monthly family call	Mai	David	First Sunday	Mai sends the agenda

Why this example works

- ☐ Every task has one owner, so nobody assumes someone else handled it.
- ☐ Mai lives out of state, so she takes phone and scheduling tasks instead of errands.
- ☐ The Notes column records agreements, like "reminders only," so roles stay clear.
- ☐ A neighbor is listed as a backup only because he agreed to it.

Responsibility Chart

One owner and one backup for every recurring task. Review it at each family check-in.

Last updated

Task	Who	Backup	How often	Notes