

Caregiver daily handoff

Blank daily notes and coordination sheet

Date: _____ Person / initials: _____

Use factual notes for agreed care tasks and handoffs. Keep only the personal details needed. Use the person’s care plan and existing contact instructions for clinical or urgent concerns.

Time	Task / factual note	Done by	Follow-up

Next caregiver needs to know	Owner and next check-in

This is a coordination record. It does not replace clinical instructions or a medication administration record.

Caregiver daily handoff

Fictional filled example

Date: Oct 19, 2026 • Contact initials: J.R.

Use factual notes for agreed care tasks and handoffs. Keep only the personal details needed. Use the person's care plan and existing contact instructions for clinical or urgent concerns.

Time	Task / factual note	Done by	Follow-up
9:00 am	Breakfast prepared; grocery list updated.	Sam	Order fruit today
11:00 am	Transport confirmed for Thursday appointment.	Lee	Pickup time 9:30 am
2:00 pm	Laundry completed; clean towels put away.	Sam	None
5:00 pm	Evening handoff discussed by phone.	Lee	Next check-in tomorrow

Next caregiver needs to know	Owner and next check-in
Fruit order is still open.	Lee • tomorrow at 9 am

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