



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 few minutes to think about the order of tasks (3).

Identify the tasks that are most important and the tasks that are least important.

Take a few minutes to think about the order of tasks (13).

Write down the tasks that are most important and the tasks that are least important.

Write down the tasks that are most important and the tasks that are least important (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 business?

.....

.....

How do you manage your cash flow? **n**

Do you have any outstanding debts? **n**

Can you afford to invest in new equipment, staff, or other resources? **n**

Can you handle unexpected expenses? **n**

Can you manage your time effectively? **n**

Can you handle customer complaints? **n**

How do you manage your inventory? **n**

Are you up-to-date on taxes and other legal obligations? **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?
B: I go to the cinema once a week.

n

I: How often do you go to the gym?
D: I go to the gym twice a week.

n

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

n

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

n

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

n

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

n

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

n

D: How often do you go to the gym?
I: I go to the gym twice a week.

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**

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