
Family Meeting Planner

Purpose of meeting:

(Example: To discuss eldercare needs for Mom and how best to meet them.)

Suggested ground rules:

- **Be inclusive.** Invite everyone who should be involved or thinks they should be involved; invite the person or people whose care and well-being you plan to discuss.
- **Try to deal in facts and truth.** But remember, people of good faith and good intentions often see things very differently. Building a consensus usually means meeting somewhere in the middle, so try not to be a “hold out.” As a group, agree on what you can agree on, and agree to respect each other’s views in those areas where you can’t agree.
- **Stay focused.** Stick to the purpose of the meeting and the eldercare needs you are there to address. Agree at the beginning that this is not an appropriate time or place for “other stuff,” for example, past disagreements, hurts, etc.
- **Be fair.** The whole idea is to tap the full range of resources available in the family. Those involved need to be willing to share the load. It’s OK to ask for help. It’s also important to ask, “How can I help?”

What are the eldercare issues and needs we should discuss and address?

1.

2.

3.

4.

5.
