



Making the most of your checklist

Write down the things you need to do, and when you need to do them.

Try to do them in order (1, 2, 3), but don't be too strict about it.

If you have a lot of things to do, it's better to do a few things every day than to do a lot of things at once.

Try to do them in order (13), but don't be too strict about it.

If you have a lot of things to do, it's better to do a few things every day than to do a lot of things at once.

Write down the things you need to do, and when you need to do them (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 marketing? **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 legal requirements? **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?
I: I go to the cinema once a week.

n

I: How often do you go to the gym?

n

D: How often do you go to the park?

n

A: How often do you go to the library?
I: I go to the library twice a month.

n

A: How often do you go to the museum?

n

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

n

D: How often do you go to the beach?

n

D: How often do you go to the park?
I: I go to the park every day.

n

A: How often do you go to the cinema?
TV: I go to the cinema once a week, but I don't go to the cinema very often.
I go to the cinema once a week, but I don't go to the cinema very often.
I go to the cinema once a week, but I don't go to the cinema very often.

n

Answer: $\frac{1}{2}$

Contracts and fees

Come to the office at 10 o'clock, please. I've got a contract to sign. **n**

Can you sign this contract for me? **n**

What are the terms and conditions of the contract? **n**

Are you going to sign the contract? **n**

What are the fees for the contract? **n**

Are you going to sign the contract? **n**

What are the terms and conditions of the contract? **n**

Are you going to sign the 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. **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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www.ageuk.org.uk

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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)