Family Communication & Important Contacts Sheet

Keep Important People and Conversations Organized

01 Important Contacts

List the people who should be kept informed or may need to be reached quickly.

FAMILY AND SUPPORT

Name	Relationship / role	Phone	Email	Organization	Notes

PROFESSIONAL CONTACTS

Name	Relationship / role	Phone	Email	Organization	Notes
	Attorney				
	Financial advisor				
	Doctor				
	Care provider				
	Other				

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02 Communication & Follow-Up Log

Record conversations and who will follow up. Note the general topic only.

> Respect the person's privacy and preferences. Share information only with people they want informed and only as your authority allows. Do not record detailed health or financial information on this sheet.

Date	Person contacted	General topic	Action or follow-up	Responsible	Follow-up date

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