

Future Care Planning Series

My Special Life™ How-To Guide

Caregivers are often the sole source of information for their loved ones, possessing key details that may not be written down anywhere but are essential for anyone stepping into a caregiving role. Knowing where and how to document this information can feel daunting, but My Special Life™ is here to guide you through the process.

What is My Special Life™?

My Special Life™ is a document that allows caregivers to Document the Wonder™ of their loved one's life so that others can carry it forward. The guide is divided into multiple sections to organize the vast amount of information a caregiver holds regarding their loved one's unique needs.

Why is it important?

My Special Life™ provides caregivers the opportunity to record all crucial information in one place. In the event you can no longer perform your duties, this ensures others can step into the role with the knowledge they need.

How does it help loved ones with special needs?

Change is difficult for everyone, but especially for individuals with special needs who may not be able to communicate important personal details to others. By recording these details in My Special Life™, caregivers can facilitate a structured transition, to help support their loved one's comfort during times of change.

How should I go about completing My Special Life™?

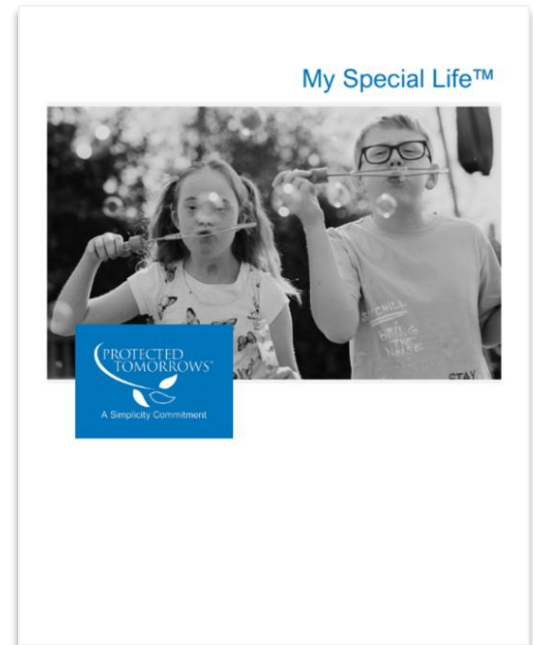
While there is no single "correct" way to complete the guide, we recognize that its size can be overwhelming. We recommend completing the document in phases; however, if a particular theme is top of mind, feel free to complete that section first. Completion time varies based on disability, age, and current life events. If a section does not apply to your loved one, save it for later and move on to a more relevant area.

- **Download** the My Special Life™ workbook and save it to your desktop.
- **Commit** to completing one phase per month as time permits. Remember to save your work frequently.
- **Revisit** the workbook annually and whenever significant life changes occur.

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My Special Life™ Completion Recommendation

Phase	Sections	Why You Should Complete This Section
1	About Me and My Family	To provide a "heart" for the book, designed to help readers understand the deep family bonds and the person behind your loved one with special needs.
2	My Daily Routine	To help support your loved one in experiencing a consistent, predictable routine even when you aren't there to personally guide them.
2	More About My Life	To bridge the gap in logistics, helping maintain the continuity of transportation and support groups.
3	My Skills and Passions	To help others connect with your loved one through their strengths and joy, rather than just their needs.
3	My Friends and Community	To foster a sense of belonging and support the vital social circles that prevent isolation.
4	My Intervention Programs and Schools	To keep all educational goals and specialized strategies in one place so no progress is lost during transitions.
4	My Day Programs and Employment	To support your loved one's independence and ensure their workplace or day program understands their professional needs.
5	My Disability and Medical Support	To act as a comprehensive medical advocate, ensuring designed to provide doctors and specialists have the full clinical picture at a glance.
5	My Emotional Wellbeing and Behaviors	To empower others to respond with empathy and effective strategies during difficult emotional or behavioral moments.
6	My Financial and Legal Information	To help plan for your loved one's future and provide clear instructions for legal protections like Guardianship and Estate Planning.

For more information about completing your My Special Life™ workbook email asf@protectedtomorrows.com.

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