WELCOME TO LONG-TERM CARE

2027

New Nurse

Long-Term Care

FIRST-YEAR PLANNER

FOR RN, LPN & LVN

You are not behind.

PRINTABLE EDITION

Print at home or at your local print shop

But Did You Follow Through?™

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YOU ARE *not behind*

Ask. *Ask again.* ASK.

Chart AS YOU GO

Read back EVERY ORDER

Look at THE RESIDENT *first*

Say what you SEE *out loud*

Thank YOUR CNAs

Mistakes TOLD EARLY *get fixed*

Breaks *are not optional*

Every expert STARTED HERE

Self-care is a must!

BUT DID YOU *follow through?*

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This Planner Belongs To

If found, please return it to the person below.

NAME

TITLE

FACILITY

PHONE

EMAIL

PLANNER YEAR

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New Nurse Planner

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You are not behind.

If you are holding this planner, you are new, and that is exactly where you are supposed to be.

Nobody walks onto a nursing home floor knowing everything. You will have a med pass that runs long, a call you were nervous to make, and a day you drive home wondering if you are cut out for this. You are. Every nurse who is good at this started right where you are.

Long-term care is different. You will know your residents' names, their families, their favorite chairs and their bad days. You are not just passing meds. You are noticing. A change in how someone eats, walks or talks is often the first sign something is wrong, and you may be the one who sees it.

So this year, build the habits that carry you. Ask before you guess. Chart as you go. Lock your cart. Knock on every door. Wash your hands. Say what you see, out loud and clearly, and read back every order. Thank your CNAs, because they will teach you more than you expect. And tell on your own mistakes early, because early is when they are easy to fix.

This planner is not your facility's record and it does not replace your policies. It is yours: your goals, your habits, your questions, your wins. Use initials or room numbers, never resident names.

Ask your charge nurse, your preceptor and your DON for what you do not know. Your scope of practice depends on your license (RN, LPN or LVN) and your state. Always follow your state's rules, your facility's policy and your nurse leader's direction. Take your breaks. Drink your water. You cannot pour from an empty cup.

You are going to be a great nurse. Be curious, be honest and be kind to yourself. And at the end of every shift, ask the question that makes you better: but did you follow through?

With love,

Bilquis Ali

YourFavNurseLeader | #ButDidYouFollowThrough

Start Here

How this planner flows.

1 Set up once

Annual goals, key dates, your unit setup and your contacts.

2 Open the month

Pick your top 3 focus items, scan the calendar, and work the month checklist.

3 Plan every Monday

List priorities with an owner and a due date. If it has no owner and no date, it is a wish.

4 Run each day

Use the Shift Board every shift and check off your good habits as you go.

5 Close every Friday

Done, slipped, carried forward. This is the follow-through habit in one box.

6 Close the month

Enter your numbers, grade your follow-through, and carry the top 3 forward.

THE FLOW

Year › Month Open › Week Plan › Shift Board › Month-End

A WEEK IN THE LIFE

MON	TUE	WED	THU	FRI	SAT	SUN
Plan the week	Shift days	Shift days	Midweek check	Friday follow-through	Rest and learn	Reset

USING THIS FILE

- Print single-sided so every page lies flat, or double-sided if you prefer. The left margin leaves room for a binder, coil or hole punch.
- Work in order: your front pages, Goals, Key Dates, My Unit Setup, the habit pages, Meetings and Contacts, then each month: divider, Overview, Checklist, the weekly pages, Month Report, and Month-End.
- Each week has a Plan page and a Shift Board. Plan on Monday, check off your habits each shift, and finish with the Friday Follow-Through box.
- Weeks run Monday to Sunday. A week is filed under the month its Friday falls in, so the calendar and weekly pages always line up.
- Use a pencil or a fine-tip pen. The shaded boxes and lines are all yours.

Why I Chose Nursing

"Every nurse has a reason — what's yours?"

Take a moment to reflect on why you chose this path. Nursing isn't just tasks and skills — it's about heart, purpose, and people. Keep your why close, because there will be days that test your patience and remind you why your presence matters.

Why did you choose to become a nurse?

Write it here and keep it close. When the days get heavy, come back to this page as your reminder — the reason you said yes, the purpose that fuels you, and the calling that keeps you showing up with strength.

My Vision and Goals

"Clarity creates consistency — and consistency creates calm."

Every strong nurse needs vision and focus. Define what success looks like for you this year — for your residents, your team, and yourself. Then set goals that move you closer to that vision, one day at a time.

My Vision for My First Year:

How I Want to Show Up Daily:

Goals for This Year:

Professional Goals

Team Goals

Personal Growth Goals

"A clear vision keeps you grounded in purpose, even on the busiest days."

What My Body Wants vs. What My Body Needs

"You can't pour from an empty cup — fill yours first."

As a nurse, your body tells you what it wants… but it's your discipline that reminds you what it needs. Use this page to check in with yourself and bring awareness back to your habits. Health is wealth, and your residents and your team need a nurse who takes care of themselves too.

WHAT MY BODY WANTS	WHAT MY BODY NEEDS
Soda	Water
Cookies	Fresh Fruit
Chips	Veggies
Fast Food	Home-Cooked Meals
Coffee Overload	Rest + Sunlight
Late Nights	Boundaries + Consistency

What's one small change I can make this week to give my body what it truly needs?

Important Things to Know

Fill these in once. Check them every January.

Who is my charge nurse?

Who is my preceptor?

Where is the emergency cart?

Where are the policies kept?

Who do I call if I am sick?

How do I reach the provider after hours?

Where is the narcotic count sheet?

Who can I ask about orders?

Where is the treatment cart?

Where do I find the care plans?

Who approves schedule swaps?

How do I reach the DON after hours?

Where do I find code status?

How do I send a resident out?

Where do I chart changes of condition?

Who stocks the supply room?

Where is the infection control information?

Where are the keys kept?

Important Phone Numbers to Know

The numbers you need fast, in one place.

WHO	NUMBER	WHO (YOUR ADDITIONS)	NUMBER
Unit / nurses' station			
Charge nurse			
Unit manager			
DON			
ADON			
Staffing coordinator			
Pharmacy			
Medical director / NP			
Staff development			
Supervisor on call			
HR			
Maintenance			

2027 at a Glance

Your whole year on one page.

JANUARY

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

MARCH

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

JULY

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

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2027 Goals

Write them down, give each an owner, and check them every quarter.

MY WORD FOR 2027 _____

1

GOAL _____

WHY IT MATTERS _____

HOW I'LL MEASURE IT _____

OWNER _____

Q1 ☐ Q2 ☐ Q3 ☐ Q4 ☐

on track?

2

GOAL _____

WHY IT MATTERS _____

HOW I'LL MEASURE IT _____

OWNER _____

Q1 ☐ Q2 ☐ Q3 ☐ Q4 ☐

on track?

3

GOAL _____

WHY IT MATTERS _____

HOW I'LL MEASURE IT _____

OWNER _____

Q1 ☐ Q2 ☐ Q3 ☐ Q4 ☐

on track?

4

GOAL _____

WHY IT MATTERS _____

HOW I'LL MEASURE IT _____

OWNER _____

Q1 ☐ Q2 ☐ Q3 ☐ Q4 ☐

on track?

5

GOAL _____

WHY IT MATTERS _____

HOW I'LL MEASURE IT _____

OWNER _____

Q1 ☐ Q2 ☐ Q3 ☐ Q4 ☐

on track?

MY FOLLOW-THROUGH PROMISE

_____ *Signed* _____

Key Dates & Renewals

Anything with a deadline lives here. Add the date, the owner, and check it off.

DONE	ITEM	DUE DATE	OWNER	NOTES
☐	License renewal			
☐	CEU hours due			
☐	CPR / BLS renewal			
☐	TB test or screening			
☐	Flu and vaccine records			
☐	Skills check-off deadlines			
☐	Orientation sign-off dates			
☐	30-day review			
☐	60-day review			
☐	90-day review			
☐	Annual evaluation			
☐	Schedule requests			
☐	Time off requests			
☐	In-service dates			
☐	Competency review			
☐	Mandatory trainings			
☐	Preceptor check-ins			
☐	Annual goals checkpoints			
☐	Performance review			
☐				
☐				
☐				
☐				
☐				

My Unit Setup

Walk the unit with your preceptor and write down where things are and who to ask.

MY UNIT	MY SHIFT(S)	MY PRECEPTOR	MY CHARGE NURSE

AREA	WHO TO ASK	WHERE IT IS	MY NOTES
Med cart and keys			
Narcotic count			
Treatment cart			
Emergency cart			
Orders and MAR / TAR			
Care plans and kardex			
Provider call list			
Supply room			
Policies and procedures			
Clock-in and schedule			

HOW I USE THIS PLANNER

- Your facility's policies are the rule. This planner is for your own habits, goals and questions.
- Ask who to call for each problem and write it here.
- Use initials or room numbers only. Do not write resident names in the planner.

Pro tip: walk the unit on your first day off the clock and learn where things live.

Safety & Privacy Habits

Small things you do every shift that keep residents safe and information private.

	GOOD HABIT	I DO THIS	NEED TO PRACTICE
1	**Lock your med cart every time you step away** An open cart is a risk to residents and to you.	☐	☐
2	**Never leave medication at the bedside** Stay until it is taken. Follow your facility's policy.	☐	☐
3	**Use the privacy screen and log off your computer** Lock the screen when you step away from it.	☐	☐
4	**Never share your password or badge** Everything charted under your name is yours.	☐	☐
5	**Check two identifiers before meds and treatments** Use the way your facility tells you to.	☐	☐
6	**Lock the narcotic box and count with a partner** Every count, every shift. Follow your facility's process.	☐	☐
7	**Keep the med room and supply closets locked** Keys stay with you, never on the cart.	☐	☐
8	**Keep report sheets and papers private** Do not leave resident information where others can see it.	☐	☐
9	**No pictures or posts about residents** Not on your phone and not on social media.	☐	☐
10	**Keep walkways clear and call lights in reach** Falls are easier to prevent than to fix.	☐	☐
11	**Chart while it is fresh** Write what you did, when you did it and what you saw.	☐	☐
12	**Ask when you are not sure** Asking is safe. Guessing is not.	☐	☐

REMEMBER
These are good habits, not your facility's policy. Your facility's policies are the rule. Ask your charge nurse, preceptor or DON when you are not sure.

Respect & Comfort Habits

This is their home. How you walk in matters as much as what you do.

	GOOD HABIT	I DO THIS	NEED TO PRACTICE
1	**Knock on every door, every time** Wait a moment before you walk in.	☐	☐
2	**Say your name and your role** Even if they have met you before.	☐	☐
3	**Ask before you touch or move someone** Tell them what you are about to do.	☐	☐
4	**Close the door or curtain for care** Privacy is dignity.	☐	☐
5	**Use the name they prefer** Not honey or sweetie unless they ask you to.	☐	☐
6	**Get down to eye level** Sit if you can. People feel heard when you are not rushing.	☐	☐
7	**Leave the call light and water within reach** Check before you walk out.	☐	☐
8	**Listen to families** They know their person. Write down what they tell you.	☐	☐
9	**Notice what is normal for each resident** A change in eating, walking or talking is a sign.	☐	☐
10	**Thank your CNAs** They know the residents better than anyone.	☐	☐
11	**Slow down for one moment** A calm nurse calms the whole hall.	☐	☐
12	**Say goodbye when you leave the room** Tell them when you will be back.	☐	☐

REMEMBER
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Med Pass & Hand Hygiene Habits

Good habits at the cart and at the bedside protect everyone.

	GOOD HABIT	I DO THIS	NEED TO PRACTICE
1	**Wash your hands before and after every contact** Every resident, every time.	☐	☐
2	**Change gloves between residents** Gloves do not replace washing your hands.	☐	☐
3	**Clean equipment between residents** Glucometers, BP cuffs and stethoscopes too.	☐	☐
4	**Check the resident, medication, dose, route and time** Check the order again if anything looks off.	☐	☐
5	**Read the label three times** When you take it out, when you pour it and when you put it back.	☐	☐
6	**Check allergies and holds before you give it** Look at the order and the chart.	☐	☐
7	**Know what you are giving** Look it up if you do not know it.	☐	☐
8	**Ask before you crush or cut anything** Some medications are not safe to crush.	☐	☐
9	**Do not pre-pour or pre-sign** Give it, then chart it.	☐	☐
10	**Stay until it is swallowed** If they refuse, chart it and tell the provider as needed.	☐	☐
11	**Watch how they respond** Report new rashes, sleepiness or other changes.	☐	☐
12	**Cover cups and keep your cart clean** A tidy cart is a safer cart.	☐	☐

REMEMBER
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SBAR & Calls

Say it clearly. Know what you want before you pick up the phone.

S **SITUATION**
Who you are, which resident (room number) and what is happening right now.

B **BACKGROUND**
Diagnosis, recent changes and what is normal for this resident.

A **ASSESSMENT**
Vitals, what you see and what you think is going on.

R **REQUEST**
What you need: orders, a visit, labs or a transfer. Read back every order.

DATE	RESIDENT (INIT / RM)	WHAT I NOTICED	SBAR USED	PROVIDER CALLED	FAMILY TOLD	ORDER READ BACK	FOLLOW-UP	DONE
			☐	☐	☐	☐		☐
			☐	☐	☐	☐		☐
			☐	☐	☐	☐		☐
			☐	☐	☐	☐		☐
			☐	☐	☐	☐		☐
			☐	☐	☐	☐		☐
			☐	☐	☐	☐		☐
			☐	☐	☐	☐		☐
			☐	☐	☐	☐		☐
			☐	☐	☐	☐		☐
			☐	☐	☐	☐		☐
			☐	☐	☐	☐		☐

Tell your charge nurse about changes right away. Check with your state and your facility n numbers.

Take a breath, then call. A clear question gets a clear answer. You've got this.

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Skills Unlocked

See it. Do it with someone. Do it alone. Get it signed off. Unlock the next one.

SKILL	SHOWN	DID WITH PRECEPTOR	DID ALONE	SIGNED OFF	DATE	NOTES
Med pass (oral)	☐	☐	☐	☐		
Insulin and glucometer	☐	☐	☐	☐		
Narcotic count	☐	☐	☐	☐		
Eye, ear and topical meds	☐	☐	☐	☐		
Injections	☐	☐	☐	☐		
Wound care and treatments	☐	☐	☐	☐		
Catheter care	☐	☐	☐	☐		
G-tube feeding and meds	☐	☐	☐	☐		
Oxygen and nebulizer	☐	☐	☐	☐		
Trach care and suction	☐	☐	☐	☐		
Vitals and head-to-toe check	☐	☐	☐	☐		
Change of condition (SBAR)	☐	☐	☐	☐		
Documentation and notes	☐	☐	☐	☐		
Admission process	☐	☐	☐	☐		
Discharge / transfer process	☐	☐	☐	☐		
Fall response	☐	☐	☐	☐		
Abuse reporting steps	☐	☐	☐	☐		
Code / emergency response	☐	☐	☐	☐		

Your facility decides which skills must be signed off. Ask your preceptor or staff development nurse for your list and add anything missing.

Every nurse you admire was once scared of this list. Unlock one at a time.

30-60-90 Day Goals

Where you are now, where you want to be, and what help you need.

DAY 30

DATE _____

MY GOALS

WHAT I HAVE LEARNED

WHAT IS STILL HARD AND WHAT HELP I NEED

DAY 60

DATE _____

MY GOALS

WHAT I HAVE LEARNED

WHAT IS STILL HARD AND WHAT HELP I NEED

DAY 90

DATE _____

MY GOALS

WHAT I HAVE LEARNED

WHAT IS STILL HARD AND WHAT HELP I NEED

Questions & Answers

Write it down, ask it, write the answer. Then you only have to ask once.

DATE	MY QUESTION	WHO I ASKED	THE ANSWER	GOT IT
				☐
				☐
				☐
				☐
				☐
				☐
				☐
				☐
				☐
				☐
				☐
				☐
				☐
				☐
				☐
				☐

No question is silly. Ask before you guess. If the answer is policy, write where to find it.

The only silly question is the one you were too shy to ask. Ask it!

Near Misses & Lessons

Everyone has them. What matters is that you tell someone and learn from it.

DATE	WHAT HAPPENED (NO NAMES)	WHAT I DID	WHO I TOLD	WHAT I WILL DO DIFFERENTLY	DONE
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐

Tell your charge nurse or supervisor right away. Early reports protect the resident and you. Follow your facility's reporting process. This page is only for your own learning, so use initials or room numbers.

Oops happens. Telling someone early is a superpower, not a weakness.

My Wins

Write down the good days too. Read this page on the hard ones.

DATE	MY WIN	WHO NOTICED	HOW IT FELT

A resident smiled. A family said thank you. You caught a change. You asked a question th

Big or small, it counts. Today's win: you showed up.

Shift Brain Sheet

Your report on one page. Room numbers and initials only. Copy this page for every shift.

DATE _____ **SHIFT** _____ **REPORT FROM** _____ **REPORT TO** _____

ROOM	INITIALS	ALERTS CODE/ALLERGY/FALL	MEDS DUE AND TIMES	TREATMENTS AND LABS	FOLLOW-UP / TELL NEXT SHIFT	DONE
						☐
						☐
						☐
						☐
						☐
						☐
						☐
						☐
						☐
						☐

BEFORE I LEAVE: Every call returned. Every order read back and charted. Tell the next nurse anything still open. Check with your facility for how report must be given.

My First Week

Find it, ask it, write it down. By Friday you will know where everything is.

FIND IT: CHECK IT OFF WHEN YOU KNOW

- [ ] Where the crash cart / emergency supplies are
- [ ] Where the fire exits and extinguishers are
- [ ] How to reach my charge nurse and my supervisor
- [ ] How the call light system works
- [ ] Where the med room and treatment cart are
- [ ] How to log in to charting and the med system
- [ ] Where to find policies and procedures
- [ ] Where the clean utility and soiled utility are
- [ ] Where residents' diet and allergy info is kept
- [ ] Who is on call for the provider and how to reach them
- [ ] Where to take my breaks and keep my things
- [ ] How to clock in and out and swap shifts

PEOPLE TO MEET (write their name and what they help with)

Charge nurse _____

DON or manager _____

Unit clerk / front desk _____

Pharmacy contact _____

Maintenance _____

A CNA who will teach me _____

ONE THING PER DAY

Mon *Best thing:* _____ *Still confused about:* _____

Tue *Best thing:* _____ *Still confused about:* _____

Wed *Best thing:* _____ *Still confused about:* _____

Thu *Best thing:* _____ *Still confused about:* _____

Fri *Best thing:* _____ *Still confused about:* _____

End-of-Shift Handoff

Leave it better than you found it. Check each one before you go.

BEFORE REPORT

- [ ] Charting is finished or I told the next nurse what is left
- [ ] All orders are read back, written and noted
- [ ] Every call to a provider or family is charted
- [ ] Med cart is locked and counted if my facility requires it

IN REPORT

- [ ] I told them about every change in condition
- [ ] I told them who is waiting on a call back
- [ ] I told them about new orders and labs
- [ ] I told them about falls, skin and refusals
- [ ] I asked if they have any questions

BEFORE I WALK OUT

- [ ] Keys and badge are with me or handed off
- [ ] Treatment cart and supplies are restocked
- [ ] I washed my hands and cleaned my work area
- [ ] Nothing of mine is left at a bedside or on the cart

FOR ME

- [ ] I drank some water and ate something
- [ ] I wrote one good thing about today
- [ ] I am leaving work at work

NOTES FOR THE NEXT NURSE

Handoff is how you keep residents safe between shifts.

Level Up!

Five levels. Twenty quests. Check each one off and write the date you reach each level.

LEVEL 1
Brand New
★

- [ ] Finish my orientation shifts
- [ ] Learn where everything lives
- [ ] Do my safe habits every shift for a week
- [ ] Ask 10 questions

MY OWN QUEST _____ REACHED ON _____

LEVEL 2
Finding My Feet
★

- [ ] Pass meds on my own
- [ ] Give report without notes
- [ ] Call a provider using SBAR
- [ ] Chart before I leave

MY OWN QUEST _____ REACHED ON _____

LEVEL 3
Getting Steady
★

- [ ] Handle an admission
- [ ] Do a treatment that made me nervous
- [ ] Notice a change before anyone else
- [ ] Update a family member

MY OWN QUEST _____ REACHED ON _____

LEVEL 4
Go-To Nurse
★

- [ ] Help a newer nurse
- [ ] Stay calm in an emergency
- [ ] Handle a tough family conversation
- [ ] Take my full break every shift for a month

MY OWN QUEST _____ REACHED ON _____

LEVEL 5
Rising Star
★

- [ ] Teach someone a skill
- [ ] Share a tip with my team
- [ ] Speak up for a resident
- [ ] Celebrate how far I have come

MY OWN QUEST _____ REACHED ON _____

Badges I Have Unlocked

Earn them in your first year. Write the date when you do.



Cart Locker

DATE _____



Door Knocker

DATE _____



Hand Washer

DATE _____



Label Reader

DATE _____



SBAR Star

DATE _____



Question Asker

DATE _____



CNA Champion

DATE _____



Early Reporter

DATE _____



Break Taker

DATE _____



Water Warrior

DATE _____



Charting Champ

DATE _____



Med Pass Pro

DATE _____



Wound Whisperer

DATE _____



Family Friend

DATE _____



Code Calm

DATE _____



Admission Ace

DATE _____



Night Owl

DATE _____



Weekend Warrior

DATE _____



Peacemaker

DATE _____



Quick Learner

DATE _____



Team Player

DATE _____



Full Moon Survivor

DATE _____



First Solo Shift

DATE _____



Sticker Master

DATE _____

Collect them all. No, really.

First-Year Bingo

Five in a row wins. Write the date on any square. Treat yourself when you get Bingo.

B	I	N	G	O
☐ First solo med pass date _____	☐ A family said thank you date _____	☐ Caught a change in condition date _____	☐ Called a provider with SBAR date _____	☐ Ate lunch sitting down date _____
☐ Survived a full moon date _____	☐ First admission date _____	☐ Fixed my own mistake date _____	☐ Learned a life story date _____	☐ My preceptor said nice job date _____
☐ Made a CNA laugh date _____	★ FREE *You showed up.*	☐ Had a hard day and came back date _____	☐ Asked for help date _____	☐ Left on time date _____
☐ Wore comfy shoes (finally) date _____	☐ Taught someone something date _____	☐ Got a thank-you card date _____	☐ Held a hand date _____	☐ Stayed calm in an emergency date _____
☐ First night shift date _____	☐ Worked a holiday date _____	☐ Found where everything lives date _____	☐ Gave report with confidence date _____	☐ Drank all my water date _____

30-Day Streak Challenge

Color in a dot every day you do the habit. Print more copies and keep going.

MONTH	START DATE	BEST STREAK SO FAR	MY REWARD AT 30 DAYS

MY HABIT	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Locked my cart every time	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Knocked and said my name	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Washed up before and after	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Asked one question	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Charted as I went	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Took my break and drank water	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Missed a day? Start again tomorrow. Streaks are built by showing up, not by being perfect.

Hit 30 days? Do something nice for you. You earned it.

Only Nurses Get It

Check the ones that are totally you. (Be honest. It's all of them.)

- [ ] Eaten lunch at 3:45 pm
- [ ] Said "it's so quiet" and instantly regretted it
- [ ] Know exactly what a full moon does to a unit
- [ ] Can hear a call light in your sleep
- [ ] Own more compression socks than regular socks
- [ ] Have a pen hiding in every pocket
- [ ] Know who is awake by the sound of their wheelchair
- [ ] Walked 10,000 steps before 10 am
- [ ] Said "I'll be right back" and meant it (eventually)
- [ ] Have a favorite resident you'd never admit to
- [ ] Eaten a snack standing up in the med room
- [ ] Learned a whole life story during a short visit
- [ ] Know every squeaky floor tile on your hall
- [ ] Been called honey and kiddo in the same hour
- [ ] Know which pen works and which one lies
- [ ] Gone home and still heard beeping
- [ ] Own a lotion collection because of all the hand washing
- [ ] Forgot to drink water for 8 hours
- [ ] Cheered quietly when a tough day ended with a smile
- [ ] Have a work face and a driving-home face
- [ ] Said "I'm too tired to cook" at 7 pm
- [ ] Can read a family's mood from the doorway
- [ ] Said "I'm a nurse" in a store and meant it
- [ ] Have a story only other nurses would get

ADD YOUR OWN

Reasons I Love This

For the hard days. Fill it in on a good day and read it on a rough one.

10 REASONS I LOVE BEING A NURSE

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

THE WORTH-IT JAR

Write the sweet things you hear and see. Residents' words, a family's thank-you, a CNA's kind word.

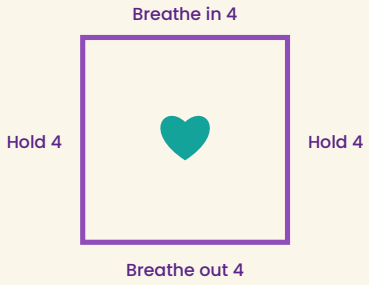


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Rough Shift Reset

Hard day? Breathe, name three good things, then color it out.

BOX BREATHING



5-4-3-2-1: COME BACK TO NOW

5 things I can see

4 things I can feel

3 things I can hear

2 things I can smell

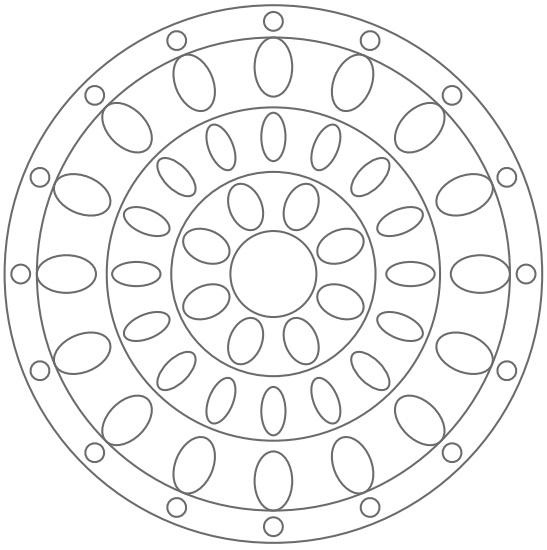
1 thing I like about today

THREE THINGS THAT WENT RIGHT TODAY

ONE THING I AM LETTING GO OF

ONE KIND THING I WILL DO FOR ME TONIGHT

COLOR IT OUT



Rough shift? It does not mean you are bad at this. It means you are doing something hard.

If it feels like more than a rough shift, talk to someone you trust, your DON, your employee assistance program, or call or text 988 (U.S.) any time.

Licenses & Certifications

Know what expires before it expires.

LICENSE / CERTIFICATION	STATE	ISSUED	EXPIRES	90-DAY REMINDER	RENEWED	CEU HOURS NEEDED	CEU HOURS DONE	NOTES
				☐	☐			
				☐	☐			
				☐	☐			
				☐	☐			
				☐	☐			
				☐	☐			
				☐	☐			
				☐	☐			
				☐	☐			
				☐	☐			
				☐	☐			
				☐	☐			
				☐	☐			
				☐	☐			

Write the license or certification, when it expires and the continuing education you need. Set a 90-day heads-up. Check with your state board of nursing for what applies to you.

Set the 90-day reminder now so future you can say thank you.

Meetings & Drills Tracker

Check each box when it is done. Gaps show up fast.

REQUIREMENT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Shift report attended	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Huddle attended	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Fire drill participation	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Mock code or drill	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
In-service attended	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Care plan meeting attended	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Staff meeting attended	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Skills day attended	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Mandatory training done	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Preceptor check-in	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Meeting with DON or manager	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Unit meeting attended	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Your facility, corporate and state set the required frequency for each item. Use this grid to prove you did what your schedule says.

Contacts & Vendors

The numbers you need at 2 a.m. in one place.

ROLE / VENDOR	NAME	PHONE	EMAIL	NOTES
Charge nurse				
Unit manager				
Director of Nursing				
ADON				
Staff development				
Preceptor				
Wound nurse				
MDS coordinator				
Pharmacy				
Medical director / NP				
Staffing coordinator				
HR / payroll				
Social services				
Dietitian				
Therapy				
Maintenance				

WELCOME TO LONG-TERM CARE

01 January

2027

Planning and preparation produce positive outcomes.

JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC

BUT DID YOU FOLLOW THROUGH?™

THIS MONTH'S TOP 3 FOCUS

- [ ]
- [ ]
- [ ]

MONTH NOTES

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January 2027

Weeks run Monday to Sunday.

WK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
W1	28	29	30	31	1	2	3
W2	4	5	6	7	8	9	10
W3	11	12	13	14	15	16	17
W4	18	19	20	21	22	23	24
W5	25	26	27	28	29	30	31

NOTES & KEY DATES

January Checklist

Your task list, sorted by how often it happens.

EVERY DAY (checked on the weekly pages)

- Get report and read new orders
- Check my residents and any changes
- Check my cart, supplies and count
- Pass meds on time and lock the cart every time
- Knock, introduce myself and wash my hands
- Do treatments and skin checks
- Chart as I go, not at the end
- Tell the charge nurse and provider about changes
- Update families when something changes
- Ask one question I do not know the answer to
- Take my breaks and drink water
- Give a clear report at the end of the shift

EVERY WEEK

- Plan the week: shifts, goals and what I want to learn
- Practice one skill on my check-off list
- Ask my preceptor or charge nurse for feedback
- Review my near misses and what I learned
- Get answers to my open questions
- Thank a CNA or teammate
- Check my schedule and any swaps
- Check my license, CEU and certification dates
- Plan something that is not work

THIS MONTH

- [ ] Month Report completed
- [ ] 30-60-90 day goal checked
- [ ] Skills signed off: check the list
- [ ] Licenses and certifications checked
- [ ] Questions answered or asked again
- [ ] Feedback received and acted on
- [ ] Near misses reviewed
- [ ] In-services attended
- [ ] Wins written down
- [ ] Self-care check: sleep, food and rest
- [ ] Talk with my DON or unit manager about how it is going

ADDED FOR JANUARY

- [ ] Write down your first-year goals
- [ ] Check license and certification dates
- [ ] Learn who to call for what

ADD YOUR OWN

- [ ] _____
- [ ] _____
- [ ] _____

Starter list. Adapt it to your facility and your policies, and ask your DON when you are not sure.

Week Plan

January 2027

Week 1 of 53 | Dec 28, 2026 - Jan 3, 2027

THIS WEEK'S PRIORITIES *No owner and no due date? It is a wish, not a priority.*

DONE	PRIORITY	OWNER	DUE
☐			
☐			
☐			
☐			
☐			
☐			
☐			

MON 28 DEC

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

TUE 29 DEC

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

WED 30 DEC

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

THU 31 DEC

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

FRI 1 JAN

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

SAT 2 JAN

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

SUN 3 JAN

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

Your calm is contagious. So is your chaos.

Shift Board

January 2027

Week 1 of 53 | Dec 28, 2026 - Jan 3, 2027

MY SHIFT CHECK	MON Dec 28	TUE Dec 29	WED Dec 30	THU Dec 31	FRI Jan 1	SAT Jan 2	SUN Jan 3
BEFORE MY SHIFT							*check it off!*
Got report, read new orders	☐	☐	☐	☐	☐	☐	☐
Checked cart, supplies and count	☐	☐	☐	☐	☐	☐	☐
Checked my residents' changes	☐	☐	☐	☐	☐	☐	☐
MED PASS AND TREATMENTS							*check it off!*
Cart locked when I stepped away	☐	☐	☐	☐	☐	☐	☐
No meds left at the bedside	☐	☐	☐	☐	☐	☐	☐
Treatments and skin checks done	☐	☐	☐	☐	☐	☐	☐
RESPECT AND SAFETY							*check it off!*
Knocked and introduced myself	☐	☐	☐	☐	☐	☐	☐
Hand hygiene before and after	☐	☐	☐	☐	☐	☐	☐
Privacy screen / logged off	☐	☐	☐	☐	☐	☐	☐
CHARTING AND CALLS							*check it off!*
Charted as I went	☐	☐	☐	☐	☐	☐	☐
Told charge nurse / provider	☐	☐	☐	☐	☐	☐	☐
Updated families	☐	☐	☐	☐	☐	☐	☐
END OF SHIFT							*check it off!*
Gave a clear report	☐	☐	☐	☐	☐	☐	☐
Asked one question	☐	☐	☐	☐	☐	☐	☐
Water, food and a break	☐	☐	☐	☐	☐	☐	☐

FRIDAY FOLLOW-THROUGH

But did you follow through this week?

DONE	SLIPPED AND WHY	CARRY TO NEXT WEEK

THIS WEEK I LEARNED

ONE QUESTION I WILL ASK

Use initials or room numbers. Do not write resident names on this page.

Welcome to Long-Term Care | But Did You Follow Through?™ | ©2027 Bilquis Ali

Week Plan

January 2027

Week 2 of 53 | Jan 4 - Jan 10, 2027

THIS WEEK'S PRIORITIES *No owner and no due date? It is a wish, not a priority.*

DONE	PRIORITY	OWNER	DUE
☐			
☐			
☐			
☐			
☐			
☐			
☐			

MON 4 JAN

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

TUE 5 JAN

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

WED 6 JAN

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

THU 7 JAN

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

FRI 8 JAN

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

SAT 9 JAN

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

SUN 10 JAN

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

Your calm is contagious. So is your chaos.

Shift Board

January 2027

Week 2 of 53 | Jan 4 - Jan 10, 2027

MY SHIFT CHECK	MON Jan 4	TUE Jan 5	WED Jan 6	THU Jan 7	FRI Jan 8	SAT Jan 9	SUN Jan 10
BEFORE MY SHIFT							*check it off!*
Got report, read new orders	☐	☐	☐	☐	☐	☐	☐
Checked cart, supplies and count	☐	☐	☐	☐	☐	☐	☐
Checked my residents' changes	☐	☐	☐	☐	☐	☐	☐
MED PASS AND TREATMENTS							*check it off!*
Cart locked when I stepped away	☐	☐	☐	☐	☐	☐	☐
No meds left at the bedside	☐	☐	☐	☐	☐	☐	☐
Treatments and skin checks done	☐	☐	☐	☐	☐	☐	☐
RESPECT AND SAFETY							*check it off!*
Knocked and introduced myself	☐	☐	☐	☐	☐	☐	☐
Hand hygiene before and after	☐	☐	☐	☐	☐	☐	☐
Privacy screen / logged off	☐	☐	☐	☐	☐	☐	☐
CHARTING AND CALLS							*check it off!*
Charted as I went	☐	☐	☐	☐	☐	☐	☐
Told charge nurse / provider	☐	☐	☐	☐	☐	☐	☐
Updated families	☐	☐	☐	☐	☐	☐	☐
END OF SHIFT							*check it off!*
Gave a clear report	☐	☐	☐	☐	☐	☐	☐
Asked one question	☐	☐	☐	☐	☐	☐	☐
Water, food and a break	☐	☐	☐	☐	☐	☐	☐

FRIDAY FOLLOW-THROUGH

But did you follow through this week?

DONE	SLIPPED AND WHY	CARRY TO NEXT WEEK

THIS WEEK I LEARNED

ONE QUESTION I WILL ASK

Use initials or room numbers. Do not write resident names on this page.

Week Plan

January 2027

Week 3 of 53 | Jan 11 - Jan 17, 2027

THIS WEEK'S PRIORITIES *No owner and no due date? It is a wish, not a priority.*

DONE	PRIORITY	OWNER	DUE
☐			
☐			
☐			
☐			
☐			
☐			
☐			

MON 11 JAN

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

TUE 12 JAN

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

WED 13 JAN

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

THU 14 JAN

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

FRI 15 JAN

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

SAT 16 JAN

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

SUN 17 JAN

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

Your calm is contagious. So is your chaos.

Shift Board

January 2027

Week 3 of 53 | Jan 11 - Jan 17, 2027

MY SHIFT CHECK	MON Jan 11	TUE Jan 12	WED Jan 13	THU Jan 14	FRI Jan 15	SAT Jan 16	SUN Jan 17
BEFORE MY SHIFT							*check it off!*
Got report, read new orders	☐	☐	☐	☐	☐	☐	☐
Checked cart, supplies and count	☐	☐	☐	☐	☐	☐	☐
Checked my residents' changes	☐	☐	☐	☐	☐	☐	☐
MED PASS AND TREATMENTS							*check it off!*
Cart locked when I stepped away	☐	☐	☐	☐	☐	☐	☐
No meds left at the bedside	☐	☐	☐	☐	☐	☐	☐
Treatments and skin checks done	☐	☐	☐	☐	☐	☐	☐
RESPECT AND SAFETY							*check it off!*
Knocked and introduced myself	☐	☐	☐	☐	☐	☐	☐
Hand hygiene before and after	☐	☐	☐	☐	☐	☐	☐
Privacy screen / logged off	☐	☐	☐	☐	☐	☐	☐
CHARTING AND CALLS							*check it off!*
Charted as I went	☐	☐	☐	☐	☐	☐	☐
Told charge nurse / provider	☐	☐	☐	☐	☐	☐	☐
Updated families	☐	☐	☐	☐	☐	☐	☐
END OF SHIFT							*check it off!*
Gave a clear report	☐	☐	☐	☐	☐	☐	☐
Asked one question	☐	☐	☐	☐	☐	☐	☐
Water, food and a break	☐	☐	☐	☐	☐	☐	☐

FRIDAY FOLLOW-THROUGH

But did you follow through this week?

DONE

SLIPPED AND WHY

CARRY TO NEXT WEEK

THIS WEEK I LEARNED

ONE QUESTION I WILL ASK

Use initials or room numbers. Do not write resident names on this page.

Week Plan

January 2027

Week 4 of 53 | Jan 18 - Jan 24, 2027

THIS WEEK'S PRIORITIES *No owner and no due date? It is a wish, not a priority.*

DONE	PRIORITY	OWNER	DUE
☐			
☐			
☐			
☐			
☐			
☐			
☐			

MON 18 JAN

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

TUE 19 JAN

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

WED 20 JAN

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

THU 21 JAN

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

FRI 22 JAN

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

SAT 23 JAN

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

SUN 24 JAN

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

Your calm is contagious. So is your chaos.

Shift Board

January 2027

Week 4 of 53 | Jan 18 - Jan 24, 2027

MY SHIFT CHECK	MON Jan 18	TUE Jan 19	WED Jan 20	THU Jan 21	FRI Jan 22	SAT Jan 23	SUN Jan 24
BEFORE MY SHIFT							*check it off!*
Got report, read new orders	☐	☐	☐	☐	☐	☐	☐
Checked cart, supplies and count	☐	☐	☐	☐	☐	☐	☐
Checked my residents' changes	☐	☐	☐	☐	☐	☐	☐
MED PASS AND TREATMENTS							*check it off!*
Cart locked when I stepped away	☐	☐	☐	☐	☐	☐	☐
No meds left at the bedside	☐	☐	☐	☐	☐	☐	☐
Treatments and skin checks done	☐	☐	☐	☐	☐	☐	☐
RESPECT AND SAFETY							*check it off!*
Knocked and introduced myself	☐	☐	☐	☐	☐	☐	☐
Hand hygiene before and after	☐	☐	☐	☐	☐	☐	☐
Privacy screen / logged off	☐	☐	☐	☐	☐	☐	☐
CHARTING AND CALLS							*check it off!*
Charted as I went	☐	☐	☐	☐	☐	☐	☐
Told charge nurse / provider	☐	☐	☐	☐	☐	☐	☐
Updated families	☐	☐	☐	☐	☐	☐	☐
END OF SHIFT							*check it off!*
Gave a clear report	☐	☐	☐	☐	☐	☐	☐
Asked one question	☐	☐	☐	☐	☐	☐	☐
Water, food and a break	☐	☐	☐	☐	☐	☐	☐

FRIDAY FOLLOW-THROUGH

But did you follow through this week?

DONE

SLIPPED AND WHY

CARRY TO NEXT WEEK

THIS WEEK I LEARNED

ONE QUESTION I WILL ASK

Use initials or room numbers. Do not write resident names on this page.

Welcome to Long-Term Care | But Did You Follow Through?™ | ©2027 Bilquis Ali

Week Plan

January 2027

Week 5 of 53 | Jan 25 - Jan 31, 2027

THIS WEEK'S PRIORITIES *No owner and no due date? It is a wish, not a priority.*

DONE	PRIORITY	OWNER	DUE
☐			
☐			
☐			
☐			
☐			
☐			
☐			

MON 25 JAN

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

TUE 26 JAN

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

WED 27 JAN

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

THU 28 JAN

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

FRI 29 JAN

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

SAT 30 JAN

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

SUN 31 JAN

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

Your calm is contagious. So is your chaos.

Shift Board

January 2027

Week 5 of 53 | Jan 25 - Jan 31, 2027

MY SHIFT CHECK	MON Jan 25	TUE Jan 26	WED Jan 27	THU Jan 28	FRI Jan 29	SAT Jan 30	SUN Jan 31
BEFORE MY SHIFT							*check it off!*
Got report, read new orders	☐	☐	☐	☐	☐	☐	☐
Checked cart, supplies and count	☐	☐	☐	☐	☐	☐	☐
Checked my residents' changes	☐	☐	☐	☐	☐	☐	☐
MED PASS AND TREATMENTS							*check it off!*
Cart locked when I stepped away	☐	☐	☐	☐	☐	☐	☐
No meds left at the bedside	☐	☐	☐	☐	☐	☐	☐
Treatments and skin checks done	☐	☐	☐	☐	☐	☐	☐
RESPECT AND SAFETY							*check it off!*
Knocked and introduced myself	☐	☐	☐	☐	☐	☐	☐
Hand hygiene before and after	☐	☐	☐	☐	☐	☐	☐
Privacy screen / logged off	☐	☐	☐	☐	☐	☐	☐
CHARTING AND CALLS							*check it off!*
Charted as I went	☐	☐	☐	☐	☐	☐	☐
Told charge nurse / provider	☐	☐	☐	☐	☐	☐	☐
Updated families	☐	☐	☐	☐	☐	☐	☐
END OF SHIFT							*check it off!*
Gave a clear report	☐	☐	☐	☐	☐	☐	☐
Asked one question	☐	☐	☐	☐	☐	☐	☐
Water, food and a break	☐	☐	☐	☐	☐	☐	☐

FRIDAY FOLLOW-THROUGH

But did you follow through this week?

DONE	SLIPPED AND WHY	CARRY TO NEXT WEEK

THIS WEEK I LEARNED _____

ONE QUESTION I WILL ASK _____

Use initials or room numbers. Do not write resident names on this page.

January Month Report

Your month by the numbers. Bring this page to your check-in with your DON or manager.

MY SHIFTS AND ADMISSIONS

Shifts worked

Admissions I helped with

On time most days? Y ☐ N ☐

Charting done before I left? Y ☐ N ☐

Overtime hours

Areas of opportunity

MED PASS AND TREATMENTS

Med passes on time? Y ☐ N ☐

Near misses I reported

Cart locked every time? Y ☐ N ☐

Treatments done? Y ☐ N ☐

Skin changes reported

Areas of opportunity

CHANGES AND CALLS

Changes I reported

SBAR used? Y ☐ N ☐

Provider told right away? Y ☐ N ☐

Family updated? Y ☐ N ☐

Orders I followed up

Read back every order? Y ☐ N ☐

Open items

Areas of opportunity

LEARNING AND SKILLS

Skills signed off

Skills left to sign off

Met my 30-60-90 goal? Y ☐ N ☐

In-services attended

Asked for help when needed? Y ☐ N ☐

Questions answered

Open items

Areas of opportunity

TEAMWORK AND RESPECT

Thanked a CNA? Y ☐ N ☐

Got feedback from my preceptor? Y ☐ N ☐

Wins this month

Knocked and introduced myself? Y ☐ N ☐

Hand hygiene every time? Y ☐ N ☐

Areas of opportunity

TAKING CARE OF ME

Took my breaks? Y ☐ N ☐

Slept enough? Y ☐ N ☐

Ate real meals? Y ☐ N ☐

Days off used to rest

Asked for support when needed? Y ☐ N ☐

Areas of opportunity

Reviewed with my DON or manager on

Top thing I want to learn next

Welcome to Long-Term Care | But Did You Follow Through?™ | ©2027 Bilquis Ali

January Month-End Review

Did you follow through?

THE NUMBERS

SHIFTS WORKED	ADMISSIONS	CHANGES REPORTED	CALLS MADE	SKILLS SIGNED OFF	WINS	IN-SERVICES

QUESTIONS ASKED	NEAR MISSES TOLD	FEEDBACK NOTES	OPEN ITEMS	MY CONFIDENCE: UP, DOWN OR SAME?

WHAT I SAID I WOULD DO THIS MONTH

	Done	Partly	Not yet
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐

WINS

WHAT SLIPPED AND WHY

CARRY TO NEXT MONTH: TOP 3

- ☐
- ☐
- ☐

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WELCOME TO LONG-TERM CARE

02 February

2027

Lead with love, not just authority.



BUT DID YOU FOLLOW THROUGH?™

THIS MONTH'S TOP 3 FOCUS

- [ ]
- [ ]
- [ ]

MONTH NOTES

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February 2027

Weeks run Monday to Sunday.

WK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
W6	1	2	3	4	5	6	7
W7	8	9	10	11	12	13	14
W8	15	16	17	18	19	20	21
W9	22	23	24	25	26	27	28

NOTES & KEY DATES

February Checklist

Your task list, sorted by how often it happens.

EVERY DAY (checked on the weekly pages)

- Get report and read new orders
- Check my residents and any changes
- Check my cart, supplies and count
- Pass meds on time and lock the cart every time
- Knock, introduce myself and wash my hands
- Do treatments and skin checks
- Chart as I go, not at the end
- Tell the charge nurse and provider about changes
- Update families when something changes
- Ask one question I do not know the answer to
- Take my breaks and drink water
- Give a clear report at the end of the shift

EVERY WEEK

- Plan the week: shifts, goals and what I want to learn
- Practice one skill on my check-off list
- Ask my preceptor or charge nurse for feedback
- Review my near misses and what I learned
- Get answers to my open questions
- Thank a CNA or teammate
- Check my schedule and any swaps
- Check my license, CEU and certification dates
- Plan something that is not work

THIS MONTH

- [ ] Month Report completed
- [ ] 30-60-90 day goal checked
- [ ] Skills signed off: check the list
- [ ] Licenses and certifications checked
- [ ] Questions answered or asked again
- [ ] Feedback received and acted on
- [ ] Near misses reviewed
- [ ] In-services attended
- [ ] Wins written down
- [ ] Self-care check: sleep, food and rest
- [ ] Talk with my DON or unit manager about how it is going

ADDED FOR FEBRUARY

- [ ] Review your skills check-off
- [ ] Ask your preceptor what to practice next
- [ ] Plan time off before you need it

ADD YOUR OWN

- [ ] _____
- [ ] _____
- [ ] _____

Starter list. Adapt it to your facility and your policies, and ask your DON when you are not sure.

Week Plan

February 2027

Week 6 of 53 | Feb 1 - Feb 7, 2027

THIS WEEK'S PRIORITIES *No owner and no due date? It is a wish, not a priority.*

DONE	PRIORITY	OWNER	DUE
☐			
☐			
☐			
☐			
☐			
☐			
☐			

MON 1 FEB

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

TUE 2 FEB

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

WED 3 FEB

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

THU 4 FEB

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

FRI 5 FEB

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

SAT 6 FEB

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

SUN 7 FEB

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

Your calm is contagious. So is your chaos.

Shift Board

February 2027

Week 6 of 53 | Feb 1 - Feb 7, 2027

MY SHIFT CHECK	MON Feb 1	TUE Feb 2	WED Feb 3	THU Feb 4	FRI Feb 5	SAT Feb 6	SUN Feb 7
BEFORE MY SHIFT							*check it off!*
Got report, read new orders	☐	☐	☐	☐	☐	☐	☐
Checked cart, supplies and count	☐	☐	☐	☐	☐	☐	☐
Checked my residents' changes	☐	☐	☐	☐	☐	☐	☐
MED PASS AND TREATMENTS							*check it off!*
Cart locked when I stepped away	☐	☐	☐	☐	☐	☐	☐
No meds left at the bedside	☐	☐	☐	☐	☐	☐	☐
Treatments and skin checks done	☐	☐	☐	☐	☐	☐	☐
RESPECT AND SAFETY							*check it off!*
Knocked and introduced myself	☐	☐	☐	☐	☐	☐	☐
Hand hygiene before and after	☐	☐	☐	☐	☐	☐	☐
Privacy screen / logged off	☐	☐	☐	☐	☐	☐	☐
CHARTING AND CALLS							*check it off!*
Charted as I went	☐	☐	☐	☐	☐	☐	☐
Told charge nurse / provider	☐	☐	☐	☐	☐	☐	☐
Updated families	☐	☐	☐	☐	☐	☐	☐
END OF SHIFT							*check it off!*
Gave a clear report	☐	☐	☐	☐	☐	☐	☐
Asked one question	☐	☐	☐	☐	☐	☐	☐
Water, food and a break	☐	☐	☐	☐	☐	☐	☐

FRIDAY FOLLOW-THROUGH

But did you follow through this week?

DONE	SLIPPED AND WHY	CARRY TO NEXT WEEK

THIS WEEK I LEARNED _____

ONE QUESTION I WILL ASK _____

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Week Plan

February 2027

Week 7 of 53 | Feb 8 - Feb 14, 2027

THIS WEEK'S PRIORITIES *No owner and no due date? It is a wish, not a priority.*

DONE	PRIORITY	OWNER	DUE
☐			
☐			
☐			
☐			
☐			
☐			
☐			

MON 8 FEB

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

TUE 9 FEB

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

WED 10 FEB

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

THU 11 FEB

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

FRI 12 FEB

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

SAT 13 FEB

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

SUN 14 FEB

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

Your calm is contagious. So is your chaos.

Shift Board

February 2027

Week 7 of 53 | Feb 8 - Feb 14, 2027

MY SHIFT CHECK	MON Feb 8	TUE Feb 9	WED Feb 10	THU Feb 11	FRI Feb 12	SAT Feb 13	SUN Feb 14
BEFORE MY SHIFT							*check it off!*
Got report, read new orders	☐	☐	☐	☐	☐	☐	☐
Checked cart, supplies and count	☐	☐	☐	☐	☐	☐	☐
Checked my residents' changes	☐	☐	☐	☐	☐	☐	☐
MED PASS AND TREATMENTS							*check it off!*
Cart locked when I stepped away	☐	☐	☐	☐	☐	☐	☐
No meds left at the bedside	☐	☐	☐	☐	☐	☐	☐
Treatments and skin checks done	☐	☐	☐	☐	☐	☐	☐
RESPECT AND SAFETY							*check it off!*
Knocked and introduced myself	☐	☐	☐	☐	☐	☐	☐
Hand hygiene before and after	☐	☐	☐	☐	☐	☐	☐
Privacy screen / logged off	☐	☐	☐	☐	☐	☐	☐
CHARTING AND CALLS							*check it off!*
Charted as I went	☐	☐	☐	☐	☐	☐	☐
Told charge nurse / provider	☐	☐	☐	☐	☐	☐	☐
Updated families	☐	☐	☐	☐	☐	☐	☐
END OF SHIFT							*check it off!*
Gave a clear report	☐	☐	☐	☐	☐	☐	☐
Asked one question	☐	☐	☐	☐	☐	☐	☐
Water, food and a break	☐	☐	☐	☐	☐	☐	☐

FRIDAY FOLLOW-THROUGH

But did you follow through this week?

DONE	SLIPPED AND WHY	CARRY TO NEXT WEEK

THIS WEEK I LEARNED _____

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Week Plan

February 2027

Week 8 of 53 | Feb 15 - Feb 21, 2027

THIS WEEK'S PRIORITIES *No owner and no due date? It is a wish, not a priority.*

DONE	PRIORITY	OWNER	DUE
☐			
☐			
☐			
☐			
☐			
☐			
☐			

MON 15 FEB

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

TUE 16 FEB

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

WED 17 FEB

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

THU 18 FEB

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

FRI 19 FEB

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

SAT 20 FEB

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

SUN 21 FEB

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

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Shift Board

February 2027

Week 8 of 53 | Feb 15 - Feb 21, 2027

MY SHIFT CHECK	MON Feb 15	TUE Feb 16	WED Feb 17	THU Feb 18	FRI Feb 19	SAT Feb 20	SUN Feb 21
BEFORE MY SHIFT							*check it off!*
Got report, read new orders	☐	☐	☐	☐	☐	☐	☐
Checked cart, supplies and count	☐	☐	☐	☐	☐	☐	☐
Checked my residents' changes	☐	☐	☐	☐	☐	☐	☐
MED PASS AND TREATMENTS							*check it off!*
Cart locked when I stepped away	☐	☐	☐	☐	☐	☐	☐
No meds left at the bedside	☐	☐	☐	☐	☐	☐	☐
Treatments and skin checks done	☐	☐	☐	☐	☐	☐	☐
RESPECT AND SAFETY							*check it off!*
Knocked and introduced myself	☐	☐	☐	☐	☐	☐	☐
Hand hygiene before and after	☐	☐	☐	☐	☐	☐	☐
Privacy screen / logged off	☐	☐	☐	☐	☐	☐	☐
CHARTING AND CALLS							*check it off!*
Charted as I went	☐	☐	☐	☐	☐	☐	☐
Told charge nurse / provider	☐	☐	☐	☐	☐	☐	☐
Updated families	☐	☐	☐	☐	☐	☐	☐
END OF SHIFT							*check it off!*
Gave a clear report	☐	☐	☐	☐	☐	☐	☐
Asked one question	☐	☐	☐	☐	☐	☐	☐
Water, food and a break	☐	☐	☐	☐	☐	☐	☐

FRIDAY FOLLOW-THROUGH

But did you follow through this week?

DONE	SLIPPED AND WHY	CARRY TO NEXT WEEK

THIS WEEK I LEARNED _____

ONE QUESTION I WILL ASK _____

Use initials or room numbers. Do not write resident names on this page.

Week Plan

February 2027

Week 9 of 53 | Feb 22 - Feb 28, 2027

THIS WEEK'S PRIORITIES *No owner and no due date? It is a wish, not a priority.*

DONE	PRIORITY	OWNER	DUE
☐			
☐			
☐			
☐			
☐			
☐			
☐			

MON 22 FEB

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

TUE 23 FEB

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

WED 24 FEB

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

THU 25 FEB

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

FRI 26 FEB

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

SAT 27 FEB

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

SUN 28 FEB

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

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Shift Board

February 2027

Week 9 of 53 | Feb 22 - Feb 28, 2027

MY SHIFT CHECK	MON Feb 22	TUE Feb 23	WED Feb 24	THU Feb 25	FRI Feb 26	SAT Feb 27	SUN Feb 28
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Hand hygiene before and after	☐	☐	☐	☐	☐	☐	☐
Privacy screen / logged off	☐	☐	☐	☐	☐	☐	☐
CHARTING AND CALLS							*check it off!*
Charted as I went	☐	☐	☐	☐	☐	☐	☐
Told charge nurse / provider	☐	☐	☐	☐	☐	☐	☐
Updated families	☐	☐	☐	☐	☐	☐	☐
END OF SHIFT							*check it off!*
Gave a clear report	☐	☐	☐	☐	☐	☐	☐
Asked one question	☐	☐	☐	☐	☐	☐	☐
Water, food and a break	☐	☐	☐	☐	☐	☐	☐

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February Month Report

Your month by the numbers. Bring this page to your check-in with your DON or manager.

MY SHIFTS AND ADMISSIONS

Shifts worked

Admissions I helped with

On time most days? Y ☐ N ☐

Charting done before I left? Y ☐ N ☐

Overtime hours

Areas of opportunity

MED PASS AND TREATMENTS

Med passes on time? Y ☐ N ☐

Near misses I reported

Cart locked every time? Y ☐ N ☐

Treatments done? Y ☐ N ☐

Skin changes reported

Areas of opportunity

CHANGES AND CALLS

Changes I reported

SBAR used? Y ☐ N ☐

Provider told right away? Y ☐ N ☐

Family updated? Y ☐ N ☐

Orders I followed up

Read back every order? Y ☐ N ☐

Open items

Areas of opportunity

LEARNING AND SKILLS

Skills signed off

Skills left to sign off

Met my 30-60-90 goal? Y ☐ N ☐

In-services attended

Asked for help when needed? Y ☐ N ☐

Questions answered

Open items

Areas of opportunity

TEAMWORK AND RESPECT

Thanked a CNA? Y ☐ N ☐

Got feedback from my preceptor? Y ☐ N ☐

Wins this month

Knocked and introduced myself? Y ☐ N ☐

Hand hygiene every time? Y ☐ N ☐

Areas of opportunity

TAKING CARE OF ME

Took my breaks? Y ☐ N ☐

Slept enough? Y ☐ N ☐

Ate real meals? Y ☐ N ☐

Days off used to rest

Asked for support when needed? Y ☐ N ☐

Areas of opportunity

Reviewed with my DON or manager on

Top thing I want to learn next

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February Month-End Review

Did you follow through?

THE NUMBERS

SHIFTS WORKED	ADMISSIONS	CHANGES REPORTED	CALLS MADE	SKILLS SIGNED OFF	WINS	IN-SERVICES

QUESTIONS ASKED	NEAR MISSES TOLD	FEEDBACK NOTES	OPEN ITEMS	MY CONFIDENCE: UP, DOWN OR SAME?

WHAT I SAID I WOULD DO THIS MONTH

	Done	Partly	Not yet
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐

WINS

WHAT SLIPPED AND WHY

CARRY TO NEXT MONTH: TOP 3

- ☐
- ☐
- ☐

WELCOME TO LONG-TERM CARE

03 March

2027

Consistency builds confidence.

JAN FEB **MAR** APR MAY JUN JUL AUG SEP OCT NOV DEC

BUT DID YOU FOLLOW THROUGH?™

THIS MONTH'S TOP 3 FOCUS

- [ ]
- [ ]
- [ ]

MONTH NOTES

©2027 Bilquis Ali

March 2027

Weeks run Monday to Sunday.

WK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
W10	1	2	3	4	5	6	7
W11	8	9	10	11	12	13	14
W12	15	16	17	18	19	20	21
W13	22	23	24	25	26	27	28
W14	29	30	31	1	2	3	4

NOTES & KEY DATES

March Checklist

Your task list, sorted by how often it happens.

EVERY DAY (checked on the weekly pages)

- Get report and read new orders
- Check my residents and any changes
- Check my cart, supplies and count
- Pass meds on time and lock the cart every time
- Knock, introduce myself and wash my hands
- Do treatments and skin checks
- Chart as I go, not at the end
- Tell the charge nurse and provider about changes
- Update families when something changes
- Ask one question I do not know the answer to
- Take my breaks and drink water
- Give a clear report at the end of the shift

EVERY WEEK

- Plan the week: shifts, goals and what I want to learn
- Practice one skill on my check-off list
- Ask my preceptor or charge nurse for feedback
- Review my near misses and what I learned
- Get answers to my open questions
- Thank a CNA or teammate
- Check my schedule and any swaps
- Check my license, CEU and certification dates
- Plan something that is not work

THIS MONTH

- [ ] Month Report completed
- [ ] 30-60-90 day goal checked
- [ ] Skills signed off: check the list
- [ ] Licenses and certifications checked
- [ ] Questions answered or asked again
- [ ] Feedback received and acted on
- [ ] Near misses reviewed
- [ ] In-services attended
- [ ] Wins written down
- [ ] Self-care check: sleep, food and rest
- [ ] Talk with my DON or unit manager about how it is going

ADDED FOR MARCH

- [ ] Q1 check: look how far you have come
- [ ] Update progress on your goals
- [ ] Celebrate one thing you learned

ADD YOUR OWN

- [ ] _____
- [ ] _____
- [ ] _____

Starter list. Adapt it to your facility and your policies, and ask your DON when you are not sure.

Week Plan

March 2027

Week 10 of 53 | Mar 1 - Mar 7, 2027

THIS WEEK'S PRIORITIES *No owner and no due date? It is a wish, not a priority.*

DONE	PRIORITY	OWNER	DUE
☐			
☐			
☐			
☐			
☐			
☐			
☐			

MON 1 MAR

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

TUE 2 MAR

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

WED 3 MAR

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

THU 4 MAR

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

FRI 5 MAR

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

SAT 6 MAR

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

SUN 7 MAR

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

Your calm is contagious. So is your chaos.

Shift Board

March 2027

Week 10 of 53 | Mar 1 - Mar 7, 2027

MY SHIFT CHECK	MON Mar 1	TUE Mar 2	WED Mar 3	THU Mar 4	FRI Mar 5	SAT Mar 6	SUN Mar 7
BEFORE MY SHIFT							*check it off!*
Got report, read new orders	☐	☐	☐	☐	☐	☐	☐
Checked cart, supplies and count	☐	☐	☐	☐	☐	☐	☐
Checked my residents' changes	☐	☐	☐	☐	☐	☐	☐
MED PASS AND TREATMENTS							*check it off!*
Cart locked when I stepped away	☐	☐	☐	☐	☐	☐	☐
No meds left at the bedside	☐	☐	☐	☐	☐	☐	☐
Treatments and skin checks done	☐	☐	☐	☐	☐	☐	☐
RESPECT AND SAFETY							*check it off!*
Knocked and introduced myself	☐	☐	☐	☐	☐	☐	☐
Hand hygiene before and after	☐	☐	☐	☐	☐	☐	☐
Privacy screen / logged off	☐	☐	☐	☐	☐	☐	☐
CHARTING AND CALLS							*check it off!*
Charted as I went	☐	☐	☐	☐	☐	☐	☐
Told charge nurse / provider	☐	☐	☐	☐	☐	☐	☐
Updated families	☐	☐	☐	☐	☐	☐	☐
END OF SHIFT							*check it off!*
Gave a clear report	☐	☐	☐	☐	☐	☐	☐
Asked one question	☐	☐	☐	☐	☐	☐	☐
Water, food and a break	☐	☐	☐	☐	☐	☐	☐

FRIDAY FOLLOW-THROUGH

But did you follow through this week?

DONE	SLIPPED AND WHY	CARRY TO NEXT WEEK

THIS WEEK I LEARNED _____

ONE QUESTION I WILL ASK _____

Use initials or room numbers. Do not write resident names on this page.

Week Plan

March 2027

Week 11 of 53 | Mar 8 - Mar 14, 2027

THIS WEEK'S PRIORITIES *No owner and no due date? It is a wish, not a priority.*

DONE	PRIORITY	OWNER	DUE
☐			
☐			
☐			
☐			
☐			
☐			
☐			

MON 8 MAR

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

TUE 9 MAR

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

WED 10 MAR

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

THU 11 MAR

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

FRI 12 MAR

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

SAT 13 MAR

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

SUN 14 MAR

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

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Shift Board

March 2027

Week 11 of 53 | Mar 8 - Mar 14, 2027

MY SHIFT CHECK	MON Mar 8	TUE Mar 9	WED Mar 10	THU Mar 11	FRI Mar 12	SAT Mar 13	SUN Mar 14
BEFORE MY SHIFT							*check it off!*
Got report, read new orders	☐	☐	☐	☐	☐	☐	☐
Checked cart, supplies and count	☐	☐	☐	☐	☐	☐	☐
Checked my residents' changes	☐	☐	☐	☐	☐	☐	☐
MED PASS AND TREATMENTS							*check it off!*
Cart locked when I stepped away	☐	☐	☐	☐	☐	☐	☐
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Asked one question	☐	☐	☐	☐	☐	☐	☐
Water, food and a break	☐	☐	☐	☐	☐	☐	☐

FRIDAY FOLLOW-THROUGH

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DONE	SLIPPED AND WHY	CARRY TO NEXT WEEK

THIS WEEK I LEARNED _____

ONE QUESTION I WILL ASK _____

Use initials or room numbers. Do not write resident names on this page.

Week Plan

March 2027

Week 12 of 53 | Mar 15 - Mar 21, 2027

THIS WEEK'S PRIORITIES *No owner and no due date? It is a wish, not a priority.*

DONE	PRIORITY	OWNER	DUE
☐			
☐			
☐			
☐			
☐			
☐			
☐			

MON 15 MAR

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

TUE 16 MAR

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

WED 17 MAR

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

THU 18 MAR

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

FRI 19 MAR

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

SAT 20 MAR

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

SUN 21 MAR

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

Your calm is contagious. So is your chaos.

Shift Board

March 2027

Week 12 of 53 | Mar 15 - Mar 21, 2027

MY SHIFT CHECK	MON Mar 15	TUE Mar 16	WED Mar 17	THU Mar 18	FRI Mar 19	SAT Mar 20	SUN Mar 21
BEFORE MY SHIFT							*check it off!*
Got report, read new orders	☐	☐	☐	☐	☐	☐	☐
Checked cart, supplies and count	☐	☐	☐	☐	☐	☐	☐
Checked my residents' changes	☐	☐	☐	☐	☐	☐	☐
MED PASS AND TREATMENTS							*check it off!*
Cart locked when I stepped away	☐	☐	☐	☐	☐	☐	☐
No meds left at the bedside	☐	☐	☐	☐	☐	☐	☐
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Knocked and introduced myself	☐	☐	☐	☐	☐	☐	☐
Hand hygiene before and after	☐	☐	☐	☐	☐	☐	☐
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CHARTING AND CALLS							*check it off!*
Charted as I went	☐	☐	☐	☐	☐	☐	☐
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END OF SHIFT							*check it off!*
Gave a clear report	☐	☐	☐	☐	☐	☐	☐
Asked one question	☐	☐	☐	☐	☐	☐	☐
Water, food and a break	☐	☐	☐	☐	☐	☐	☐

FRIDAY FOLLOW-THROUGH

But did you follow through this week?

DONE	SLIPPED AND WHY	CARRY TO NEXT WEEK

THIS WEEK I LEARNED _____

ONE QUESTION I WILL ASK _____

Use initials or room numbers. Do not write resident names on this page.

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Week Plan

March 2027

Week 13 of 53 | Mar 22 - Mar 28, 2027

THIS WEEK'S PRIORITIES *No owner and no due date? It is a wish, not a priority.*

DONE	PRIORITY	OWNER	DUE
☐			
☐			
☐			
☐			
☐			
☐			
☐			

MON 22 MAR

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

TUE 23 MAR

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

WED 24 MAR

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

THU 25 MAR

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

FRI 26 MAR

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

SAT 27 MAR

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

SUN 28 MAR

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

Your calm is contagious. So is your chaos.

Shift Board

March 2027

Week 13 of 53 | Mar 22 - Mar 28, 2027

MY SHIFT CHECK	MON Mar 22	TUE Mar 23	WED Mar 24	THU Mar 25	FRI Mar 26	SAT Mar 27	SUN Mar 28
BEFORE MY SHIFT							*check it off!*
Got report, read new orders	☐	☐	☐	☐	☐	☐	☐
Checked cart, supplies and count	☐	☐	☐	☐	☐	☐	☐
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Cart locked when I stepped away	☐	☐	☐	☐	☐	☐	☐
No meds left at the bedside	☐	☐	☐	☐	☐	☐	☐
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Asked one question	☐	☐	☐	☐	☐	☐	☐
Water, food and a break	☐	☐	☐	☐	☐	☐	☐

FRIDAY FOLLOW-THROUGH

But did you follow through this week?

DONE	SLIPPED AND WHY	CARRY TO NEXT WEEK

THIS WEEK I LEARNED _____

ONE QUESTION I WILL ASK _____

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March Month Report

Your month by the numbers. Bring this page to your check-in with your DON or manager.

MY SHIFTS AND ADMISSIONS

- Shifts worked
- Admissions I helped with
- On time most days? Y ☐ N ☐
- Charting done before I left? Y ☐ N ☐
- Overtime hours

Areas of opportunity

MED PASS AND TREATMENTS

- Med passes on time? Y ☐ N ☐
- Near misses I reported
- Cart locked every time? Y ☐ N ☐
- Treatments done? Y ☐ N ☐
- Skin changes reported

Areas of opportunity

CHANGES AND CALLS

- Changes I reported
- SBAR used? Y ☐ N ☐
- Provider told right away? Y ☐ N ☐
- Family updated? Y ☐ N ☐
- Orders I followed up
- Read back every order? Y ☐ N ☐
- Open items

Areas of opportunity

LEARNING AND SKILLS

- Skills signed off
- Skills left to sign off
- Met my 30-60-90 goal? Y ☐ N ☐
- In-services attended
- Asked for help when needed? Y ☐ N ☐
- Questions answered
- Open items

Areas of opportunity

TEAMWORK AND RESPECT

- Thanked a CNA? Y ☐ N ☐
- Got feedback from my preceptor? Y ☐ N ☐
- Wins this month
- Knocked and introduced myself? Y ☐ N ☐
- Hand hygiene every time? Y ☐ N ☐

Areas of opportunity

TAKING CARE OF ME

- Took my breaks? Y ☐ N ☐
- Slept enough? Y ☐ N ☐
- Ate real meals? Y ☐ N ☐
- Days off used to rest
- Asked for support when needed? Y ☐ N ☐

Areas of opportunity

Reviewed with my DON or manager on

Top thing I want to learn next

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March Month-End Review

Did you follow through?

THE NUMBERS

SHIFTS WORKED	ADMISSIONS	CHANGES REPORTED	CALLS MADE	SKILLS SIGNED OFF	WINS	IN-SERVICES

QUESTIONS ASKED	NEAR MISSES TOLD	FEEDBACK NOTES	OPEN ITEMS	MY CONFIDENCE: UP, DOWN OR SAME?

WHAT I SAID I WOULD DO THIS MONTH

	Done	Partly	Not yet
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐

WINS

WHAT SLIPPED AND WHY

CARRY TO NEXT MONTH: TOP 3

- ☐
- ☐
- ☐

QUARTER CHECK

Update each goal's Q status on the Annual Goals page.

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WELCOME TO LONG-TERM CARE

04 April

2027

Follow-through turns vision into reality.



BUT DID YOU FOLLOW THROUGH?™

THIS MONTH'S TOP 3 FOCUS

- [ ]
- [ ]
- [ ]

MONTH NOTES

©2027 Bilquis Ali

April 2027

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WK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
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W16	12	13	14	15	16	17	18
W17	19	20	21	22	23	24	25
W18	26	27	28	29	30	1	2

NOTES & KEY DATES

April Checklist

Your task list, sorted by how often it happens.

EVERY DAY (checked on the weekly pages)

- Get report and read new orders
- Check my residents and any changes
- Check my cart, supplies and count
- Pass meds on time and lock the cart every time
- Knock, introduce myself and wash my hands
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- Chart as I go, not at the end
- Tell the charge nurse and provider about changes
- Update families when something changes
- Ask one question I do not know the answer to
- Take my breaks and drink water
- Give a clear report at the end of the shift

EVERY WEEK

- Plan the week: shifts, goals and what I want to learn
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- Ask my preceptor or charge nurse for feedback
- Review my near misses and what I learned
- Get answers to my open questions
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- Check my schedule and any swaps
- Check my license, CEU and certification dates
- Plan something that is not work

THIS MONTH

- [ ] Month Report completed
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- [ ] Questions answered or asked again
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- [ ] Near misses reviewed
- [ ] In-services attended
- [ ] Wins written down
- [ ] Self-care check: sleep, food and rest
- [ ] Talk with my DON or unit manager about how it is going

ADDED FOR APRIL

- [ ] Review your calls to providers: what did you learn?
- [ ] Update your questions list
- [ ] Check CEU hours

ADD YOUR OWN

- [ ] _____
- [ ] _____
- [ ] _____

Starter list. Adapt it to your facility and your policies, and ask your DON when you are not sure.

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Week Plan

April 2027

Week 14 of 53 | Mar 29 - Apr 4, 2027

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DONE	PRIORITY	OWNER	DUE
☐			
☐			
☐			
☐			
☐			
☐			
☐			

MON 29 MAR

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

TUE 30 MAR

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

WED 31 MAR

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

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THU 1 APR

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Shift Board

April 2027

Week 14 of 53 | Mar 29 - Apr 4, 2027

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Water, food and a break	☐	☐	☐	☐	☐	☐	☐

FRIDAY FOLLOW-THROUGH

But did you follow through this week?

DONE	SLIPPED AND WHY	CARRY TO NEXT WEEK

THIS WEEK I LEARNED _____

ONE QUESTION I WILL ASK _____

Use initials or room numbers. Do not write resident names on this page.

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Week Plan

April 2027

Week 15 of 53 | Apr 5 - Apr 11, 2027

THIS WEEK'S PRIORITIES *No owner and no due date? It is a wish, not a priority.*

DONE	PRIORITY	OWNER	DUE
☐			
☐			
☐			
☐			
☐			
☐			
☐			

MON 5 APR

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

TUE 6 APR

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

WED 7 APR

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

THU 8 APR

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

FRI 9 APR

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

SAT 10 APR

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

SUN 11 APR

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

Your calm is contagious. So is your chaos.

Shift Board

April 2027

Week 15 of 53 | Apr 5 - Apr 11, 2027

MY SHIFT CHECK	MON Apr 5	TUE Apr 6	WED Apr 7	THU Apr 8	FRI Apr 9	SAT Apr 10	SUN Apr 11
BEFORE MY SHIFT							*check it off!*
Got report, read new orders	☐	☐	☐	☐	☐	☐	☐
Checked cart, supplies and count	☐	☐	☐	☐	☐	☐	☐
Checked my residents' changes	☐	☐	☐	☐	☐	☐	☐
MED PASS AND TREATMENTS							*check it off!*
Cart locked when I stepped away	☐	☐	☐	☐	☐	☐	☐
No meds left at the bedside	☐	☐	☐	☐	☐	☐	☐
Treatments and skin checks done	☐	☐	☐	☐	☐	☐	☐
RESPECT AND SAFETY							*check it off!*
Knocked and introduced myself	☐	☐	☐	☐	☐	☐	☐
Hand hygiene before and after	☐	☐	☐	☐	☐	☐	☐
Privacy screen / logged off	☐	☐	☐	☐	☐	☐	☐
CHARTING AND CALLS							*check it off!*
Charted as I went	☐	☐	☐	☐	☐	☐	☐
Told charge nurse / provider	☐	☐	☐	☐	☐	☐	☐
Updated families	☐	☐	☐	☐	☐	☐	☐
END OF SHIFT							*check it off!*
Gave a clear report	☐	☐	☐	☐	☐	☐	☐
Asked one question	☐	☐	☐	☐	☐	☐	☐
Water, food and a break	☐	☐	☐	☐	☐	☐	☐

FRIDAY FOLLOW-THROUGH

But did you follow through this week?

DONE

SLIPPED AND WHY

CARRY TO NEXT WEEK

THIS WEEK I LEARNED

ONE QUESTION I WILL ASK

Use initials or room numbers. Do not write resident names on this page.

Week Plan

April 2027

Week 16 of 53 | Apr 12 - Apr 18, 2027

THIS WEEK'S PRIORITIES *No owner and no due date? It is a wish, not a priority.*

DONE	PRIORITY	OWNER	DUE
☐			
☐			
☐			
☐			
☐			
☐			
☐			

MON 12 APR

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

TUE 13 APR

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

WED 14 APR

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

THU 15 APR

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

FRI 16 APR

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

SAT 17 APR

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

SUN 18 APR

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

Your calm is contagious. So is your chaos.

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Shift Board

April 2027

Week 16 of 53 | Apr 12 - Apr 18, 2027

MY SHIFT CHECK	MON Apr 12	TUE Apr 13	WED Apr 14	THU Apr 15	FRI Apr 16	SAT Apr 17	SUN Apr 18
BEFORE MY SHIFT							*check it off!*
Got report, read new orders	☐	☐	☐	☐	☐	☐	☐
Checked cart, supplies and count	☐	☐	☐	☐	☐	☐	☐
Checked my residents' changes	☐	☐	☐	☐	☐	☐	☐
MED PASS AND TREATMENTS							*check it off!*
Cart locked when I stepped away	☐	☐	☐	☐	☐	☐	☐
No meds left at the bedside	☐	☐	☐	☐	☐	☐	☐
Treatments and skin checks done	☐	☐	☐	☐	☐	☐	☐
RESPECT AND SAFETY							*check it off!*
Knocked and introduced myself	☐	☐	☐	☐	☐	☐	☐
Hand hygiene before and after	☐	☐	☐	☐	☐	☐	☐
Privacy screen / logged off	☐	☐	☐	☐	☐	☐	☐
CHARTING AND CALLS							*check it off!*
Charted as I went	☐	☐	☐	☐	☐	☐	☐
Told charge nurse / provider	☐	☐	☐	☐	☐	☐	☐
Updated families	☐	☐	☐	☐	☐	☐	☐
END OF SHIFT							*check it off!*
Gave a clear report	☐	☐	☐	☐	☐	☐	☐
Asked one question	☐	☐	☐	☐	☐	☐	☐
Water, food and a break	☐	☐	☐	☐	☐	☐	☐

FRIDAY FOLLOW-THROUGH

But did you follow through this week?

DONE	SLIPPED AND WHY	CARRY TO NEXT WEEK

THIS WEEK I LEARNED _____

ONE QUESTION I WILL ASK _____

Use initials or room numbers. Do not write resident names on this page.

Welcome to Long-Term Care | But Did You Follow Through?™ | ©2027 Bilquis Ali

Week Plan

April 2027

Week 17 of 53 | Apr 19 - Apr 25, 2027

THIS WEEK'S PRIORITIES *No owner and no due date? It is a wish, not a priority.*

DONE	PRIORITY	OWNER	DUE
☐			
☐			
☐			
☐			
☐			
☐			
☐			

MON 19 APR

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

TUE 20 APR

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

WED 21 APR

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

THU 22 APR

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

FRI 23 APR

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

SAT 24 APR

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

SUN 25 APR

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

Your calm is contagious. So is your chaos.

Shift Board

April 2027

Week 17 of 53 | Apr 19 - Apr 25, 2027

MY SHIFT CHECK	MON Apr 19	TUE Apr 20	WED Apr 21	THU Apr 22	FRI Apr 23	SAT Apr 24	SUN Apr 25
BEFORE MY SHIFT							*check it off!*
Got report, read new orders	☐	☐	☐	☐	☐	☐	☐
Checked cart, supplies and count	☐	☐	☐	☐	☐	☐	☐
Checked my residents' changes	☐	☐	☐	☐	☐	☐	☐
MED PASS AND TREATMENTS							*check it off!*
Cart locked when I stepped away	☐	☐	☐	☐	☐	☐	☐
No meds left at the bedside	☐	☐	☐	☐	☐	☐	☐
Treatments and skin checks done	☐	☐	☐	☐	☐	☐	☐
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Knocked and introduced myself	☐	☐	☐	☐	☐	☐	☐
Hand hygiene before and after	☐	☐	☐	☐	☐	☐	☐
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CHARTING AND CALLS							*check it off!*
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END OF SHIFT							*check it off!*
Gave a clear report	☐	☐	☐	☐	☐	☐	☐
Asked one question	☐	☐	☐	☐	☐	☐	☐
Water, food and a break	☐	☐	☐	☐	☐	☐	☐

FRIDAY FOLLOW-THROUGH

But did you follow through this week?

DONE

SLIPPED AND WHY

CARRY TO NEXT WEEK

THIS WEEK I LEARNED

ONE QUESTION I WILL ASK

Use initials or room numbers. Do not write resident names on this page.

Week Plan

April 2027

Week 18 of 53 | Apr 26 - May 2, 2027

THIS WEEK'S PRIORITIES *No owner and no due date? It is a wish, not a priority.*

DONE	PRIORITY	OWNER	DUE
☐			
☐			
☐			
☐			
☐			
☐			
☐			

MON 26 APR

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

TUE 27 APR

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

WED 28 APR

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

THU 29 APR

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

FRI 30 APR

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

SAT 1 MAY

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

SUN 2 MAY

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

Your calm is contagious. So is your chaos.

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Shift Board

April 2027

Week 18 of 53 | Apr 26 - May 2, 2027

MY SHIFT CHECK	MON Apr 26	TUE Apr 27	WED Apr 28	THU Apr 29	FRI Apr 30	SAT May 1	SUN May 2
BEFORE MY SHIFT							*check it off!*
Got report, read new orders	☐	☐	☐	☐	☐	☐	☐
Checked cart, supplies and count	☐	☐	☐	☐	☐	☐	☐
Checked my residents' changes	☐	☐	☐	☐	☐	☐	☐
MED PASS AND TREATMENTS							*check it off!*
Cart locked when I stepped away	☐	☐	☐	☐	☐	☐	☐
No meds left at the bedside	☐	☐	☐	☐	☐	☐	☐
Treatments and skin checks done	☐	☐	☐	☐	☐	☐	☐
RESPECT AND SAFETY							*check it off!*
Knocked and introduced myself	☐	☐	☐	☐	☐	☐	☐
Hand hygiene before and after	☐	☐	☐	☐	☐	☐	☐
Privacy screen / logged off	☐	☐	☐	☐	☐	☐	☐
CHARTING AND CALLS							*check it off!*
Charted as I went	☐	☐	☐	☐	☐	☐	☐
Told charge nurse / provider	☐	☐	☐	☐	☐	☐	☐
Updated families	☐	☐	☐	☐	☐	☐	☐
END OF SHIFT							*check it off!*
Gave a clear report	☐	☐	☐	☐	☐	☐	☐
Asked one question	☐	☐	☐	☐	☐	☐	☐
Water, food and a break	☐	☐	☐	☐	☐	☐	☐

FRIDAY FOLLOW-THROUGH

But did you follow through this week?

DONE

SLIPPED AND WHY

CARRY TO NEXT WEEK

THIS WEEK I LEARNED

ONE QUESTION I WILL ASK

Use initials or room numbers. Do not write resident names on this page.

April Month Report

Your month by the numbers. Bring this page to your check-in with your DON or manager.

MY SHIFTS AND ADMISSIONS

Shifts worked

Admissions I helped with

On time most days? Y ☐ N ☐

Charting done before I left? Y ☐ N ☐

Overtime hours

Areas of opportunity

MED PASS AND TREATMENTS

Med passes on time? Y ☐ N ☐

Near misses I reported

Cart locked every time? Y ☐ N ☐

Treatments done? Y ☐ N ☐

Skin changes reported

Areas of opportunity

CHANGES AND CALLS

Changes I reported

SBAR used? Y ☐ N ☐

Provider told right away? Y ☐ N ☐

Family updated? Y ☐ N ☐

Orders I followed up

Read back every order? Y ☐ N ☐

Open items

Areas of opportunity

LEARNING AND SKILLS

Skills signed off

Skills left to sign off

Met my 30-60-90 goal? Y ☐ N ☐

In-services attended

Asked for help when needed? Y ☐ N ☐

Questions answered

Open items

Areas of opportunity

TEAMWORK AND RESPECT

Thanked a CNA? Y ☐ N ☐

Got feedback from my preceptor? Y ☐ N ☐

Wins this month

Knocked and introduced myself? Y ☐ N ☐

Hand hygiene every time? Y ☐ N ☐

Areas of opportunity

TAKING CARE OF ME

Took my breaks? Y ☐ N ☐

Slept enough? Y ☐ N ☐

Ate real meals? Y ☐ N ☐

Days off used to rest

Asked for support when needed? Y ☐ N ☐

Areas of opportunity

Reviewed with my DON or manager on

Top thing I want to learn next

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April Month-End Review

Did you follow through?

THE NUMBERS

SHIFTS WORKED	ADMISSIONS	CHANGES REPORTED	CALLS MADE	SKILLS SIGNED OFF	WINS	IN-SERVICES

QUESTIONS ASKED	NEAR MISSES TOLD	FEEDBACK NOTES	OPEN ITEMS	MY CONFIDENCE: UP, DOWN OR SAME?

WHAT I SAID I WOULD DO THIS MONTH

	Done	Partly	Not yet
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐

WINS

WHAT SLIPPED AND WHY

CARRY TO NEXT MONTH: TOP 3

- ☐
- ☐
- ☐

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WELCOME TO LONG-TERM CARE

05 May

2027

A strong leader listens twice as much as they speak.



BUT DID YOU FOLLOW THROUGH?™

THIS MONTH'S TOP 3 FOCUS

- [ ]
- [ ]
- [ ]

MONTH NOTES

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May 2027

Weeks run Monday to Sunday.

WK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
W18	26	27	28	29	30	1	2
W19	3	4	5	6	7	8	9
W20	10	11	12	13	14	15	16
W21	17	18	19	20	21	22	23
W22	24	25	26	27	28	29	30
W23	31	1	2	3	4	5	6

NOTES & KEY DATES

May Checklist

Your task list, sorted by how often it happens.

EVERY DAY (checked on the weekly pages)

- Get report and read new orders
- Check my residents and any changes
- Check my cart, supplies and count
- Pass meds on time and lock the cart every time
- Knock, introduce myself and wash my hands
- Do treatments and skin checks
- Chart as I go, not at the end
- Tell the charge nurse and provider about changes
- Update families when something changes
- Ask one question I do not know the answer to
- Take my breaks and drink water
- Give a clear report at the end of the shift

EVERY WEEK

- Plan the week: shifts, goals and what I want to learn
- Practice one skill on my check-off list
- Ask my preceptor or charge nurse for feedback
- Review my near misses and what I learned
- Get answers to my open questions
- Thank a CNA or teammate
- Check my schedule and any swaps
- Check my license, CEU and certification dates
- Plan something that is not work

THIS MONTH

- [ ] Month Report completed
- [ ] 30-60-90 day goal checked
- [ ] Skills signed off: check the list
- [ ] Licenses and certifications checked
- [ ] Questions answered or asked again
- [ ] Feedback received and acted on
- [ ] Near misses reviewed
- [ ] In-services attended
- [ ] Wins written down
- [ ] Self-care check: sleep, food and rest
- [ ] Talk with my DON or unit manager about how it is going

ADDED FOR MAY

- [ ] National Nurses Week (May 6-12)
- [ ] Write down your wins
- [ ] Thank your preceptor

ADD YOUR OWN

- [ ] _____
- [ ] _____
- [ ] _____

Starter list. Adapt it to your facility and your policies, and ask your DON when you are not sure.

Week Plan

May 2027

Week 19 of 53 | May 3 - May 9, 2027

THIS WEEK'S PRIORITIES *No owner and no due date? It is a wish, not a priority.*

DONE	PRIORITY	OWNER	DUE
☐			
☐			
☐			
☐			
☐			
☐			
☐			

MON 3 MAY

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

TUE 4 MAY

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

WED 5 MAY

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

THU 6 MAY

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

FRI 7 MAY

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

SAT 8 MAY

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

SUN 9 MAY

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

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Shift Board

May 2027

Week 19 of 53 | May 3 - May 9, 2027

MY SHIFT CHECK	MON May 3	TUE May 4	WED May 5	THU May 6	FRI May 7	SAT May 8	SUN May 9
BEFORE MY SHIFT							*check it off!*
Got report, read new orders	☐	☐	☐	☐	☐	☐	☐
Checked cart, supplies and count	☐	☐	☐	☐	☐	☐	☐
Checked my residents' changes	☐	☐	☐	☐	☐	☐	☐
MED PASS AND TREATMENTS							*check it off!*
Cart locked when I stepped away	☐	☐	☐	☐	☐	☐	☐
No meds left at the bedside	☐	☐	☐	☐	☐	☐	☐
Treatments and skin checks done	☐	☐	☐	☐	☐	☐	☐
RESPECT AND SAFETY							*check it off!*
Knocked and introduced myself	☐	☐	☐	☐	☐	☐	☐
Hand hygiene before and after	☐	☐	☐	☐	☐	☐	☐
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END OF SHIFT							*check it off!*
Gave a clear report	☐	☐	☐	☐	☐	☐	☐
Asked one question	☐	☐	☐	☐	☐	☐	☐
Water, food and a break	☐	☐	☐	☐	☐	☐	☐

FRIDAY FOLLOW-THROUGH

But did you follow through this week?

DONE	SLIPPED AND WHY	CARRY TO NEXT WEEK

THIS WEEK I LEARNED _____

ONE QUESTION I WILL ASK _____

Use initials or room numbers. Do not write resident names on this page.

Week Plan

May 2027

Week 20 of 53 | May 10 - May 16, 2027

THIS WEEK'S PRIORITIES *No owner and no due date? It is a wish, not a priority.*

DONE	PRIORITY	OWNER	DUE
☐			
☐			
☐			
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☐			
☐			

MON 10 MAY

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

TUE 11 MAY

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

WED 12 MAY

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

THU 13 MAY

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

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FRI 14 MAY

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

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Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

SUN 16 MAY

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

Your calm is contagious. So is your chaos.

Shift Board

May 2027

Week 20 of 53 | May 10 - May 16, 2027

MY SHIFT CHECK	MON May 10	TUE May 11	WED May 12	THU May 13	FRI May 14	SAT May 15	SUN May 16
BEFORE MY SHIFT							*check it off!*
Got report, read new orders	☐	☐	☐	☐	☐	☐	☐
Checked cart, supplies and count	☐	☐	☐	☐	☐	☐	☐
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Asked one question	☐	☐	☐	☐	☐	☐	☐
Water, food and a break	☐	☐	☐	☐	☐	☐	☐

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ONE QUESTION I WILL ASK

Use initials or room numbers. Do not write resident names on this page.

Week Plan

May 2027

Week 21 of 53 | May 17 - May 23, 2027

THIS WEEK'S PRIORITIES *No owner and no due date? It is a wish, not a priority.*

DONE	PRIORITY	OWNER	DUE
☐			
☐			
☐			
☐			
☐			
☐			
☐			

MON 17 MAY

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

TUE 18 MAY

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

WED 19 MAY

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

THU 20 MAY

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

FRI 21 MAY

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

SAT 22 MAY

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

SUN 23 MAY

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

Your calm is contagious. So is your chaos.

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Shift Board

May 2027

Week 21 of 53 | May 17 - May 23, 2027

MY SHIFT CHECK	MON May 17	TUE May 18	WED May 19	THU May 20	FRI May 21	SAT May 22	SUN May 23
BEFORE MY SHIFT							*check it off!*
Got report, read new orders	☐	☐	☐	☐	☐	☐	☐
Checked cart, supplies and count	☐	☐	☐	☐	☐	☐	☐
Checked my residents' changes	☐	☐	☐	☐	☐	☐	☐
MED PASS AND TREATMENTS							*check it off!*
Cart locked when I stepped away	☐	☐	☐	☐	☐	☐	☐
No meds left at the bedside	☐	☐	☐	☐	☐	☐	☐
Treatments and skin checks done	☐	☐	☐	☐	☐	☐	☐
RESPECT AND SAFETY							*check it off!*
Knocked and introduced myself	☐	☐	☐	☐	☐	☐	☐
Hand hygiene before and after	☐	☐	☐	☐	☐	☐	☐
Privacy screen / logged off	☐	☐	☐	☐	☐	☐	☐
CHARTING AND CALLS							*check it off!*
Charted as I went	☐	☐	☐	☐	☐	☐	☐
Told charge nurse / provider	☐	☐	☐	☐	☐	☐	☐
Updated families	☐	☐	☐	☐	☐	☐	☐
END OF SHIFT							*check it off!*
Gave a clear report	☐	☐	☐	☐	☐	☐	☐
Asked one question	☐	☐	☐	☐	☐	☐	☐
Water, food and a break	☐	☐	☐	☐	☐	☐	☐

FRIDAY FOLLOW-THROUGH

But did you follow through this week?

DONE	SLIPPED AND WHY	CARRY TO NEXT WEEK

THIS WEEK I LEARNED _____

ONE QUESTION I WILL ASK _____

Use initials or room numbers. Do not write resident names on this page.

Week Plan

May 2027

Week 22 of 53 | May 24 - May 30, 2027

THIS WEEK'S PRIORITIES *No owner and no due date? It is a wish, not a priority.*

DONE	PRIORITY	OWNER	DUE
☐			
☐			
☐			
☐			
☐			
☐			
☐			

MON 24 MAY

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

TUE 25 MAY

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

WED 26 MAY

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

THU 27 MAY

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

FRI 28 MAY

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

SAT 29 MAY

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

SUN 30 MAY

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

Your calm is contagious. So is your chaos.

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Shift Board

May 2027

Week 22 of 53 | May 24 - May 30, 2027

MY SHIFT CHECK	MON May 24	TUE May 25	WED May 26	THU May 27	FRI May 28	SAT May 29	SUN May 30
BEFORE MY SHIFT							*check it off!*
Got report, read new orders	☐	☐	☐	☐	☐	☐	☐
Checked cart, supplies and count	☐	☐	☐	☐	☐	☐	☐
Checked my residents' changes	☐	☐	☐	☐	☐	☐	☐
MED PASS AND TREATMENTS							*check it off!*
Cart locked when I stepped away	☐	☐	☐	☐	☐	☐	☐
No meds left at the bedside	☐	☐	☐	☐	☐	☐	☐
Treatments and skin checks done	☐	☐	☐	☐	☐	☐	☐
RESPECT AND SAFETY							*check it off!*
Knocked and introduced myself	☐	☐	☐	☐	☐	☐	☐
Hand hygiene before and after	☐	☐	☐	☐	☐	☐	☐
Privacy screen / logged off	☐	☐	☐	☐	☐	☐	☐
CHARTING AND CALLS							*check it off!*
Charted as I went	☐	☐	☐	☐	☐	☐	☐
Told charge nurse / provider	☐	☐	☐	☐	☐	☐	☐
Updated families	☐	☐	☐	☐	☐	☐	☐
END OF SHIFT							*check it off!*
Gave a clear report	☐	☐	☐	☐	☐	☐	☐
Asked one question	☐	☐	☐	☐	☐	☐	☐
Water, food and a break	☐	☐	☐	☐	☐	☐	☐

FRIDAY FOLLOW-THROUGH

But did you follow through this week?

DONE	SLIPPED AND WHY	CARRY TO NEXT WEEK

THIS WEEK I LEARNED _____

ONE QUESTION I WILL ASK _____

Use initials or room numbers. Do not write resident names on this page.

May Month Report

Your month by the numbers. Bring this page to your check-in with your DON or manager.

MY SHIFTS AND ADMISSIONS

Shifts worked

Admissions I helped with

On time most days? Y ☐ N ☐

Charting done before I left? Y ☐ N ☐

Overtime hours

Areas of opportunity

MED PASS AND TREATMENTS

Med passes on time? Y ☐ N ☐

Near misses I reported

Cart locked every time? Y ☐ N ☐

Treatments done? Y ☐ N ☐

Skin changes reported

Areas of opportunity

CHANGES AND CALLS

Changes I reported

SBAR used? Y ☐ N ☐

Provider told right away? Y ☐ N ☐

Family updated? Y ☐ N ☐

Orders I followed up

Read back every order? Y ☐ N ☐

Open items

Areas of opportunity

LEARNING AND SKILLS

Skills signed off

Skills left to sign off

Met my 30-60-90 goal? Y ☐ N ☐

In-services attended

Asked for help when needed? Y ☐ N ☐

Questions answered

Open items

Areas of opportunity

TEAMWORK AND RESPECT

Thanked a CNA? Y ☐ N ☐

Got feedback from my preceptor? Y ☐ N ☐

Wins this month

Knocked and introduced myself? Y ☐ N ☐

Hand hygiene every time? Y ☐ N ☐

Areas of opportunity

TAKING CARE OF ME

Took my breaks? Y ☐ N ☐

Slept enough? Y ☐ N ☐

Ate real meals? Y ☐ N ☐

Days off used to rest

Asked for support when needed? Y ☐ N ☐

Areas of opportunity

Reviewed with my DON or manager on

Top thing I want to learn next

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May Month-End Review

Did you follow through?

THE NUMBERS

SHIFTS WORKED	ADMISSIONS	CHANGES REPORTED	CALLS MADE	SKILLS SIGNED OFF	WINS	IN-SERVICES

QUESTIONS ASKED	NEAR MISSES TOLD	FEEDBACK NOTES	OPEN ITEMS	MY CONFIDENCE: UP, DOWN OR SAME?

WHAT I SAID I WOULD DO THIS MONTH

	Done	Partly	Not yet
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐

WINS

WHAT SLIPPED AND WHY

CARRY TO NEXT MONTH: TOP 3

- ☐
- ☐
- ☐

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WELCOME TO LONG-TERM CARE

06 June

2027

Rest, reset, and then rise again.



BUT DID YOU FOLLOW THROUGH?™

THIS MONTH'S TOP 3 FOCUS

- [ ]
- [ ]
- [ ]

MONTH NOTES

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June 2027

Weeks run Monday to Sunday.

WK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
W23	31	1	2	3	4	5	6
W24	7	8	9	10	11	12	13
W25	14	15	16	17	18	19	20
W26	21	22	23	24	25	26	27
W27	28	29	30	1	2	3	4

NOTES & KEY DATES

June Checklist

Your task list, sorted by how often it happens.

EVERY DAY (checked on the weekly pages)

- Get report and read new orders
- Check my residents and any changes
- Check my cart, supplies and count
- Pass meds on time and lock the cart every time
- Knock, introduce myself and wash my hands
- Do treatments and skin checks
- Chart as I go, not at the end
- Tell the charge nurse and provider about changes
- Update families when something changes
- Ask one question I do not know the answer to
- Take my breaks and drink water
- Give a clear report at the end of the shift

EVERY WEEK

- Plan the week: shifts, goals and what I want to learn
- Practice one skill on my check-off list
- Ask my preceptor or charge nurse for feedback
- Review my near misses and what I learned
- Get answers to my open questions
- Thank a CNA or teammate
- Check my schedule and any swaps
- Check my license, CEU and certification dates
- Plan something that is not work

THIS MONTH

- [ ] Month Report completed
- [ ] 30-60-90 day goal checked
- [ ] Skills signed off: check the list
- [ ] Licenses and certifications checked
- [ ] Questions answered or asked again
- [ ] Feedback received and acted on
- [ ] Near misses reviewed
- [ ] In-services attended
- [ ] Wins written down
- [ ] Self-care check: sleep, food and rest
- [ ] Talk with my DON or unit manager about how it is going

ADDED FOR JUNE

- [ ] Mid-year check on your goals
- [ ] Ask your DON for feedback
- [ ] Review skills still to sign off

ADD YOUR OWN

- [ ] _____
- [ ] _____
- [ ] _____

Starter list. Adapt it to your facility and your policies, and ask your DON when you are not sure.

Week Plan

June 2027

Week 23 of 53 | May 31 - Jun 6, 2027

THIS WEEK'S PRIORITIES *No owner and no due date? It is a wish, not a priority.*

DONE	PRIORITY	OWNER	DUE
☐			
☐			
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☐			

MON 31 MAY

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

TUE 1 JUN

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

WED 2 JUN

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

THU 3 JUN

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

FRI 4 JUN

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

SAT 5 JUN

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

SUN 6 JUN

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

Your calm is contagious. So is your chaos.

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Shift Board

June 2027

Week 23 of 53 | May 31 - Jun 6, 2027

MY SHIFT CHECK	MON May 31	TUE Jun 1	WED Jun 2	THU Jun 3	FRI Jun 4	SAT Jun 5	SUN Jun 6
BEFORE MY SHIFT							*check it off!*
Got report, read new orders	☐	☐	☐	☐	☐	☐	☐
Checked cart, supplies and count	☐	☐	☐	☐	☐	☐	☐
Checked my residents' changes	☐	☐	☐	☐	☐	☐	☐
MED PASS AND TREATMENTS							*check it off!*
Cart locked when I stepped away	☐	☐	☐	☐	☐	☐	☐
No meds left at the bedside	☐	☐	☐	☐	☐	☐	☐
Treatments and skin checks done	☐	☐	☐	☐	☐	☐	☐
RESPECT AND SAFETY							*check it off!*
Knocked and introduced myself	☐	☐	☐	☐	☐	☐	☐
Hand hygiene before and after	☐	☐	☐	☐	☐	☐	☐
Privacy screen / logged off	☐	☐	☐	☐	☐	☐	☐
CHARTING AND CALLS							*check it off!*
Charted as I went	☐	☐	☐	☐	☐	☐	☐
Told charge nurse / provider	☐	☐	☐	☐	☐	☐	☐
Updated families	☐	☐	☐	☐	☐	☐	☐
END OF SHIFT							*check it off!*
Gave a clear report	☐	☐	☐	☐	☐	☐	☐
Asked one question	☐	☐	☐	☐	☐	☐	☐
Water, food and a break	☐	☐	☐	☐	☐	☐	☐

FRIDAY FOLLOW-THROUGH

But did you follow through this week?

DONE

SLIPPED AND WHY

CARRY TO NEXT WEEK

THIS WEEK I LEARNED

ONE QUESTION I WILL ASK

Use initials or room numbers. Do not write resident names on this page.

Week Plan

June 2027

Week 24 of 53 | Jun 7 - Jun 13, 2027

THIS WEEK'S PRIORITIES *No owner and no due date? It is a wish, not a priority.*

DONE	PRIORITY	OWNER	DUE
☐			
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MON 7 JUN

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

TUE 8 JUN

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

WED 9 JUN

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

THU 10 JUN

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

FRI 11 JUN

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

SAT 12 JUN

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

SUN 13 JUN

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

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Shift Board

June 2027

Week 24 of 53 | Jun 7 - Jun 13, 2027

MY SHIFT CHECK	MON Jun 7	TUE Jun 8	WED Jun 9	THU Jun 10	FRI Jun 11	SAT Jun 12	SUN Jun 13
BEFORE MY SHIFT							*check it off!*
Got report, read new orders	☐	☐	☐	☐	☐	☐	☐
Checked cart, supplies and count	☐	☐	☐	☐	☐	☐	☐
Checked my residents' changes	☐	☐	☐	☐	☐	☐	☐
MED PASS AND TREATMENTS							*check it off!*
Cart locked when I stepped away	☐	☐	☐	☐	☐	☐	☐
No meds left at the bedside	☐	☐	☐	☐	☐	☐	☐
Treatments and skin checks done	☐	☐	☐	☐	☐	☐	☐
RESPECT AND SAFETY							*check it off!*
Knocked and introduced myself	☐	☐	☐	☐	☐	☐	☐
Hand hygiene before and after	☐	☐	☐	☐	☐	☐	☐
Privacy screen / logged off	☐	☐	☐	☐	☐	☐	☐
CHARTING AND CALLS							*check it off!*
Charted as I went	☐	☐	☐	☐	☐	☐	☐
Told charge nurse / provider	☐	☐	☐	☐	☐	☐	☐
Updated families	☐	☐	☐	☐	☐	☐	☐
END OF SHIFT							*check it off!*
Gave a clear report	☐	☐	☐	☐	☐	☐	☐
Asked one question	☐	☐	☐	☐	☐	☐	☐
Water, food and a break	☐	☐	☐	☐	☐	☐	☐

FRIDAY FOLLOW-THROUGH

But did you follow through this week?

DONE	SLIPPED AND WHY	CARRY TO NEXT WEEK

THIS WEEK I LEARNED

ONE QUESTION I WILL ASK

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Week Plan

June 2027

Week 25 of 53 | Jun 14 - Jun 20, 2027

THIS WEEK'S PRIORITIES *No owner and no due date? It is a wish, not a priority.*

DONE	PRIORITY	OWNER	DUE
☐			
☐			
☐			
☐			
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☐			

MON 14 JUN

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

TUE 15 JUN

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

WED 16 JUN

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

THU 17 JUN

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

FRI 18 JUN

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

SAT 19 JUN

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

SUN 20 JUN

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

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Shift Board

June 2027

Week 25 of 53 | Jun 14 - Jun 20, 2027

MY SHIFT CHECK	MON Jun 14	TUE Jun 15	WED Jun 16	THU Jun 17	FRI Jun 18	SAT Jun 19	SUN Jun 20
BEFORE MY SHIFT							*check it off!*
Got report, read new orders	☐	☐	☐	☐	☐	☐	☐
Checked cart, supplies and count	☐	☐	☐	☐	☐	☐	☐
Checked my residents' changes	☐	☐	☐	☐	☐	☐	☐
MED PASS AND TREATMENTS							*check it off!*
Cart locked when I stepped away	☐	☐	☐	☐	☐	☐	☐
No meds left at the bedside	☐	☐	☐	☐	☐	☐	☐
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Gave a clear report	☐	☐	☐	☐	☐	☐	☐
Asked one question	☐	☐	☐	☐	☐	☐	☐
Water, food and a break	☐	☐	☐	☐	☐	☐	☐

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DONE	SLIPPED AND WHY	CARRY TO NEXT WEEK

THIS WEEK I LEARNED _____

ONE QUESTION I WILL ASK _____

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Week Plan

June 2027

Week 26 of 53 | Jun 21 - Jun 27, 2027

THIS WEEK'S PRIORITIES *No owner and no due date? It is a wish, not a priority.*

DONE	PRIORITY	OWNER	DUE
☐			
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MON 21 JUN

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

TUE 22 JUN

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

WED 23 JUN

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

THU 24 JUN

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

FRI 25 JUN

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

SAT 26 JUN

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

SUN 27 JUN

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

Your calm is contagious. So is your chaos.

Shift Board

June 2027

Week 26 of 53 | Jun 21 - Jun 27, 2027

MY SHIFT CHECK	MON Jun 21	TUE Jun 22	WED Jun 23	THU Jun 24	FRI Jun 25	SAT Jun 26	SUN Jun 27
BEFORE MY SHIFT							*check it off!*
Got report, read new orders	☐	☐	☐	☐	☐	☐	☐
Checked cart, supplies and count	☐	☐	☐	☐	☐	☐	☐
Checked my residents' changes	☐	☐	☐	☐	☐	☐	☐
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Cart locked when I stepped away	☐	☐	☐	☐	☐	☐	☐
No meds left at the bedside	☐	☐	☐	☐	☐	☐	☐
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CHARTING AND CALLS							*check it off!*
Charted as I went	☐	☐	☐	☐	☐	☐	☐
Told charge nurse / provider	☐	☐	☐	☐	☐	☐	☐
Updated families	☐	☐	☐	☐	☐	☐	☐
END OF SHIFT							*check it off!*
Gave a clear report	☐	☐	☐	☐	☐	☐	☐
Asked one question	☐	☐	☐	☐	☐	☐	☐
Water, food and a break	☐	☐	☐	☐	☐	☐	☐

FRIDAY FOLLOW-THROUGH

But did you follow through this week?

DONE	SLIPPED AND WHY	CARRY TO NEXT WEEK

THIS WEEK I LEARNED _____

ONE QUESTION I WILL ASK _____

Use initials or room numbers. Do not write resident names on this page.

June Month Report

Your month by the numbers. Bring this page to your check-in with your DON or manager.

MY SHIFTS AND ADMISSIONS

Shifts worked

Admissions I helped with

On time most days? Y ☐ N ☐

Charting done before I left? Y ☐ N ☐

Overtime hours

Areas of opportunity

MED PASS AND TREATMENTS

Med passes on time? Y ☐ N ☐

Near misses I reported

Cart locked every time? Y ☐ N ☐

Treatments done? Y ☐ N ☐

Skin changes reported

Areas of opportunity

CHANGES AND CALLS

Changes I reported

SBAR used? Y ☐ N ☐

Provider told right away? Y ☐ N ☐

Family updated? Y ☐ N ☐

Orders I followed up

Read back every order? Y ☐ N ☐

Open items

Areas of opportunity

LEARNING AND SKILLS

Skills signed off

Skills left to sign off

Met my 30-60-90 goal? Y ☐ N ☐

In-services attended

Asked for help when needed? Y ☐ N ☐

Questions answered

Open items

Areas of opportunity

TEAMWORK AND RESPECT

Thanked a CNA? Y ☐ N ☐

Got feedback from my preceptor? Y ☐ N ☐

Wins this month

Knocked and introduced myself? Y ☐ N ☐

Hand hygiene every time? Y ☐ N ☐

Areas of opportunity

TAKING CARE OF ME

Took my breaks? Y ☐ N ☐

Slept enough? Y ☐ N ☐

Ate real meals? Y ☐ N ☐

Days off used to rest

Asked for support when needed? Y ☐ N ☐

Areas of opportunity

Reviewed with my DON or manager on

Top thing I want to learn next

Welcome to Long-Term Care | But Did You Follow Through?™ | ©2027 Bilquis Ali

June Month-End Review

Did you follow through?

THE NUMBERS

SHIFTS WORKED	ADMISSIONS	CHANGES REPORTED	CALLS MADE	SKILLS SIGNED OFF	WINS	IN-SERVICES

QUESTIONS ASKED	NEAR MISSES TOLD	FEEDBACK NOTES	OPEN ITEMS	MY CONFIDENCE: UP, DOWN OR SAME?

WHAT I SAID I WOULD DO THIS MONTH

	Done	Partly	Not yet
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐

WINS

WHAT SLIPPED AND WHY

CARRY TO NEXT MONTH: TOP 3

- ☐
- ☐
- ☐

QUARTER CHECK

Update each goal's Q status on the Annual Goals page.

Welcome to Long-Term Care | But Did You Follow Through?™ | ©2027 Bilquis Ali

WELCOME TO LONG-TERM CARE

07 July

2027

Delegate with direction, not desperation.



BUT DID YOU FOLLOW THROUGH?™

THIS MONTH'S TOP 3 FOCUS

- [ ]
- [ ]
- [ ]

MONTH NOTES

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July 2027

Weeks run Monday to Sunday.

WK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
W27	28	29	30	1	2	3	4
W28	5	6	7	8	9	10	11
W29	12	13	14	15	16	17	18
W30	19	20	21	22	23	24	25
W31	26	27	28	29	30	31	1

NOTES & KEY DATES

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July Checklist

Your task list, sorted by how often it happens.

EVERY DAY (checked on the weekly pages)

- Get report and read new orders
- Check my residents and any changes
- Check my cart, supplies and count
- Pass meds on time and lock the cart every time
- Knock, introduce myself and wash my hands
- Do treatments and skin checks
- Chart as I go, not at the end
- Tell the charge nurse and provider about changes
- Update families when something changes
- Ask one question I do not know the answer to
- Take my breaks and drink water
- Give a clear report at the end of the shift

EVERY WEEK

- Plan the week: shifts, goals and what I want to learn
- Practice one skill on my check-off list
- Ask my preceptor or charge nurse for feedback
- Review my near misses and what I learned
- Get answers to my open questions
- Thank a CNA or teammate
- Check my schedule and any swaps
- Check my license, CEU and certification dates
- Plan something that is not work

THIS MONTH

- [ ] Month Report completed
- [ ] 30-60-90 day goal checked
- [ ] Skills signed off: check the list
- [ ] Licenses and certifications checked
- [ ] Questions answered or asked again
- [ ] Feedback received and acted on
- [ ] Near misses reviewed
- [ ] In-services attended
- [ ] Wins written down
- [ ] Self-care check: sleep, food and rest
- [ ] Talk with my DON or unit manager about how it is going

ADDED FOR JULY

- [ ] Heat and hydration: for you and your residents
- [ ] Check CEU deadlines
- [ ] Plan a real day off

ADD YOUR OWN

- [ ] _____
- [ ] _____
- [ ] _____

Starter list. Adapt it to your facility and your policies, and ask your DON when you are not sure.

Week Plan

July 2027

Week 27 of 53 | Jun 28 - Jul 4, 2027

THIS WEEK'S PRIORITIES *No owner and no due date? It is a wish, not a priority.*

DONE	PRIORITY	OWNER	DUE
☐			
☐			
☐			
☐			
☐			
☐			
☐			

MON 28 JUN

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

TUE 29 JUN

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

WED 30 JUN

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

THU 1 JUL

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

FRI 2 JUL

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

SAT 3 JUL

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

SUN 4 JUL

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

Your calm is contagious. So is your chaos.

Shift Board

July 2027

Week 27 of 53 | Jun 28 - Jul 4, 2027

MY SHIFT CHECK	MON Jun 28	TUE Jun 29	WED Jun 30	THU Jul 1	FRI Jul 2	SAT Jul 3	SUN Jul 4
BEFORE MY SHIFT							*check it off!*
Got report, read new orders	☐	☐	☐	☐	☐	☐	☐
Checked cart, supplies and count	☐	☐	☐	☐	☐	☐	☐
Checked my residents' changes	☐	☐	☐	☐	☐	☐	☐
MED PASS AND TREATMENTS							*check it off!*
Cart locked when I stepped away	☐	☐	☐	☐	☐	☐	☐
No meds left at the bedside	☐	☐	☐	☐	☐	☐	☐
Treatments and skin checks done	☐	☐	☐	☐	☐	☐	☐
RESPECT AND SAFETY							*check it off!*
Knocked and introduced myself	☐	☐	☐	☐	☐	☐	☐
Hand hygiene before and after	☐	☐	☐	☐	☐	☐	☐
Privacy screen / logged off	☐	☐	☐	☐	☐	☐	☐
CHARTING AND CALLS							*check it off!*
Charted as I went	☐	☐	☐	☐	☐	☐	☐
Told charge nurse / provider	☐	☐	☐	☐	☐	☐	☐
Updated families	☐	☐	☐	☐	☐	☐	☐
END OF SHIFT							*check it off!*
Gave a clear report	☐	☐	☐	☐	☐	☐	☐
Asked one question	☐	☐	☐	☐	☐	☐	☐
Water, food and a break	☐	☐	☐	☐	☐	☐	☐

FRIDAY FOLLOW-THROUGH

But did you follow through this week?

DONE	SLIPPED AND WHY	CARRY TO NEXT WEEK

THIS WEEK I LEARNED _____

ONE QUESTION I WILL ASK _____

Use initials or room numbers. Do not write resident names on this page.

Week Plan

July 2027

Week 28 of 53 | Jul 5 - Jul 11, 2027

THIS WEEK'S PRIORITIES *No owner and no due date? It is a wish, not a priority.*

DONE	PRIORITY	OWNER	DUE
☐			
☐			
☐			
☐			
☐			
☐			
☐			

MON 5 JUL

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

TUE 6 JUL

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

WED 7 JUL

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

THU 8 JUL

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

FRI 9 JUL

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

SAT 10 JUL

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

SUN 11 JUL

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

Your calm is contagious. So is your chaos.

Shift Board

July 2027

Week 28 of 53 | Jul 5 - Jul 11, 2027

MY SHIFT CHECK	MON Jul 5	TUE Jul 6	WED Jul 7	THU Jul 8	FRI Jul 9	SAT Jul 10	SUN Jul 11
BEFORE MY SHIFT							*check it off!*
Got report, read new orders	☐	☐	☐	☐	☐	☐	☐
Checked cart, supplies and count	☐	☐	☐	☐	☐	☐	☐
Checked my residents' changes	☐	☐	☐	☐	☐	☐	☐
MED PASS AND TREATMENTS							*check it off!*
Cart locked when I stepped away	☐	☐	☐	☐	☐	☐	☐
No meds left at the bedside	☐	☐	☐	☐	☐	☐	☐
Treatments and skin checks done	☐	☐	☐	☐	☐	☐	☐
RESPECT AND SAFETY							*check it off!*
Knocked and introduced myself	☐	☐	☐	☐	☐	☐	☐
Hand hygiene before and after	☐	☐	☐	☐	☐	☐	☐
Privacy screen / logged off	☐	☐	☐	☐	☐	☐	☐
CHARTING AND CALLS							*check it off!*
Charted as I went	☐	☐	☐	☐	☐	☐	☐
Told charge nurse / provider	☐	☐	☐	☐	☐	☐	☐
Updated families	☐	☐	☐	☐	☐	☐	☐
END OF SHIFT							*check it off!*
Gave a clear report	☐	☐	☐	☐	☐	☐	☐
Asked one question	☐	☐	☐	☐	☐	☐	☐
Water, food and a break	☐	☐	☐	☐	☐	☐	☐

FRIDAY FOLLOW-THROUGH

But did you follow through this week?

DONE	SLIPPED AND WHY	CARRY TO NEXT WEEK

THIS WEEK I LEARNED

ONE QUESTION I WILL ASK

Use initials or room numbers. Do not write resident names on this page.

Week Plan

July 2027

Week 29 of 53 | Jul 12 - Jul 18, 2027

THIS WEEK'S PRIORITIES *No owner and no due date? It is a wish, not a priority.*

DONE	PRIORITY	OWNER	DUE
☐			
☐			
☐			
☐			
☐			
☐			
☐			

MON 12 JUL

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

TUE 13 JUL

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

WED 14 JUL

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

THU 15 JUL

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

FRI 16 JUL

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

SAT 17 JUL

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

SUN 18 JUL

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

Your calm is contagious. So is your chaos.

Shift Board

July 2027

Week 29 of 53 | Jul 12 - Jul 18, 2027

MY SHIFT CHECK	MON Jul 12	TUE Jul 13	WED Jul 14	THU Jul 15	FRI Jul 16	SAT Jul 17	SUN Jul 18
BEFORE MY SHIFT							*check it off!*
Got report, read new orders	☐	☐	☐	☐	☐	☐	☐
Checked cart, supplies and count	☐	☐	☐	☐	☐	☐	☐
Checked my residents' changes	☐	☐	☐	☐	☐	☐	☐
MED PASS AND TREATMENTS							*check it off!*
Cart locked when I stepped away	☐	☐	☐	☐	☐	☐	☐
No meds left at the bedside	☐	☐	☐	☐	☐	☐	☐
Treatments and skin checks done	☐	☐	☐	☐	☐	☐	☐
RESPECT AND SAFETY							*check it off!*
Knocked and introduced myself	☐	☐	☐	☐	☐	☐	☐
Hand hygiene before and after	☐	☐	☐	☐	☐	☐	☐
Privacy screen / logged off	☐	☐	☐	☐	☐	☐	☐
CHARTING AND CALLS							*check it off!*
Charted as I went	☐	☐	☐	☐	☐	☐	☐
Told charge nurse / provider	☐	☐	☐	☐	☐	☐	☐
Updated families	☐	☐	☐	☐	☐	☐	☐
END OF SHIFT							*check it off!*
Gave a clear report	☐	☐	☐	☐	☐	☐	☐
Asked one question	☐	☐	☐	☐	☐	☐	☐
Water, food and a break	☐	☐	☐	☐	☐	☐	☐

FRIDAY FOLLOW-THROUGH

But did you follow through this week?

DONE

SLIPPED AND WHY

CARRY TO NEXT WEEK

THIS WEEK I LEARNED

ONE QUESTION I WILL ASK

Use initials or room numbers. Do not write resident names on this page.

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Week Plan

July 2027

Week 30 of 53 | Jul 19 - Jul 25, 2027

THIS WEEK'S PRIORITIES *No owner and no due date? It is a wish, not a priority.*

DONE	PRIORITY	OWNER	DUE
☐			
☐			
☐			
☐			
☐			
☐			
☐			

MON 19 JUL

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

TUE 20 JUL

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

WED 21 JUL

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

THU 22 JUL

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

FRI 23 JUL

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

SAT 24 JUL

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

SUN 25 JUL

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

Your calm is contagious. So is your chaos.

Shift Board

July 2027

Week 30 of 53 | Jul 19 - Jul 25, 2027

MY SHIFT CHECK	MON Jul 19	TUE Jul 20	WED Jul 21	THU Jul 22	FRI Jul 23	SAT Jul 24	SUN Jul 25
BEFORE MY SHIFT							*check it off!*
Got report, read new orders	☐	☐	☐	☐	☐	☐	☐
Checked cart, supplies and count	☐	☐	☐	☐	☐	☐	☐
Checked my residents' changes	☐	☐	☐	☐	☐	☐	☐
MED PASS AND TREATMENTS							*check it off!*
Cart locked when I stepped away	☐	☐	☐	☐	☐	☐	☐
No meds left at the bedside	☐	☐	☐	☐	☐	☐	☐
Treatments and skin checks done	☐	☐	☐	☐	☐	☐	☐
RESPECT AND SAFETY							*check it off!*
Knocked and introduced myself	☐	☐	☐	☐	☐	☐	☐
Hand hygiene before and after	☐	☐	☐	☐	☐	☐	☐
Privacy screen / logged off	☐	☐	☐	☐	☐	☐	☐
CHARTING AND CALLS							*check it off!*
Charted as I went	☐	☐	☐	☐	☐	☐	☐
Told charge nurse / provider	☐	☐	☐	☐	☐	☐	☐
Updated families	☐	☐	☐	☐	☐	☐	☐
END OF SHIFT							*check it off!*
Gave a clear report	☐	☐	☐	☐	☐	☐	☐
Asked one question	☐	☐	☐	☐	☐	☐	☐
Water, food and a break	☐	☐	☐	☐	☐	☐	☐

FRIDAY FOLLOW-THROUGH

But did you follow through this week?

DONE	SLIPPED AND WHY	CARRY TO NEXT WEEK

THIS WEEK I LEARNED

ONE QUESTION I WILL ASK

Use initials or room numbers. Do not write resident names on this page.

Week Plan

July 2027

Week 31 of 53 | Jul 26 - Aug 1, 2027

THIS WEEK'S PRIORITIES *No owner and no due date? It is a wish, not a priority.*

DONE	PRIORITY	OWNER	DUE
☐			
☐			
☐			
☐			
☐			
☐			
☐			

MON 26 JUL

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

TUE 27 JUL

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

WED 28 JUL

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

THU 29 JUL

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

FRI 30 JUL

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

SAT 31 JUL

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

SUN 1 AUG

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

Your calm is contagious. So is your chaos.

Shift Board

July 2027

Week 31 of 53 | Jul 26 - Aug 1, 2027

MY SHIFT CHECK	MON Jul 26	TUE Jul 27	WED Jul 28	THU Jul 29	FRI Jul 30	SAT Jul 31	SUN Aug 1
BEFORE MY SHIFT							*check it off!*
Got report, read new orders	☐	☐	☐	☐	☐	☐	☐
Checked cart, supplies and count	☐	☐	☐	☐	☐	☐	☐
Checked my residents' changes	☐	☐	☐	☐	☐	☐	☐
MED PASS AND TREATMENTS							*check it off!*
Cart locked when I stepped away	☐	☐	☐	☐	☐	☐	☐
No meds left at the bedside	☐	☐	☐	☐	☐	☐	☐
Treatments and skin checks done	☐	☐	☐	☐	☐	☐	☐
RESPECT AND SAFETY							*check it off!*
Knocked and introduced myself	☐	☐	☐	☐	☐	☐	☐
Hand hygiene before and after	☐	☐	☐	☐	☐	☐	☐
Privacy screen / logged off	☐	☐	☐	☐	☐	☐	☐
CHARTING AND CALLS							*check it off!*
Charted as I went	☐	☐	☐	☐	☐	☐	☐
Told charge nurse / provider	☐	☐	☐	☐	☐	☐	☐
Updated families	☐	☐	☐	☐	☐	☐	☐
END OF SHIFT							*check it off!*
Gave a clear report	☐	☐	☐	☐	☐	☐	☐
Asked one question	☐	☐	☐	☐	☐	☐	☐
Water, food and a break	☐	☐	☐	☐	☐	☐	☐

FRIDAY FOLLOW-THROUGH

But did you follow through this week?

DONE	SLIPPED AND WHY	CARRY TO NEXT WEEK

THIS WEEK I LEARNED _____

ONE QUESTION I WILL ASK _____

Use initials or room numbers. Do not write resident names on this page.

July Month Report

Your month by the numbers. Bring this page to your check-in with your DON or manager.

MY SHIFTS AND ADMISSIONS

- Shifts worked
- Admissions I helped with
- On time most days? Y ☐ N ☐
- Charting done before I left? Y ☐ N ☐
- Overtime hours

Areas of opportunity

MED PASS AND TREATMENTS

- Med passes on time? Y ☐ N ☐
- Near misses I reported
- Cart locked every time? Y ☐ N ☐
- Treatments done? Y ☐ N ☐
- Skin changes reported

Areas of opportunity

CHANGES AND CALLS

- Changes I reported
- SBAR used? Y ☐ N ☐
- Provider told right away? Y ☐ N ☐
- Family updated? Y ☐ N ☐
- Orders I followed up
- Read back every order? Y ☐ N ☐
- Open items

Areas of opportunity

LEARNING AND SKILLS

- Skills signed off
- Skills left to sign off
- Met my 30-60-90 goal? Y ☐ N ☐
- In-services attended
- Asked for help when needed? Y ☐ N ☐
- Questions answered
- Open items

Areas of opportunity

TEAMWORK AND RESPECT

- Thanked a CNA? Y ☐ N ☐
- Got feedback from my preceptor? Y ☐ N ☐
- Wins this month
- Knocked and introduced myself? Y ☐ N ☐
- Hand hygiene every time? Y ☐ N ☐

Areas of opportunity

TAKING CARE OF ME

- Took my breaks? Y ☐ N ☐
- Slept enough? Y ☐ N ☐
- Ate real meals? Y ☐ N ☐
- Days off used to rest
- Asked for support when needed? Y ☐ N ☐

Areas of opportunity

Reviewed with my DON or manager on

Top thing I want to learn next

Welcome to Long-Term Care | But Did You Follow Through?™ | ©2027 Bilquis Ali

July Month-End Review

Did you follow through?

THE NUMBERS

SHIFTS WORKED	ADMISSIONS	CHANGES REPORTED	CALLS MADE	SKILLS SIGNED OFF	WINS	IN-SERVICES

QUESTIONS ASKED	NEAR MISSES TOLD	FEEDBACK NOTES	OPEN ITEMS	MY CONFIDENCE: UP, DOWN OR SAME?

WHAT I SAID I WOULD DO THIS MONTH

	Done	Partly	Not yet
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐

WINS

WHAT SLIPPED AND WHY

CARRY TO NEXT MONTH: TOP 3

- ☐
- ☐
- ☐

Welcome to Long-Term Care | But Did You Follow Through?™ | ©2027 Bilquis Ali

WELCOME TO LONG-TERM CARE

08 August

2027

Excellence is built one decision at a time.

JAN FEB MAR APR MAY JUN JUL **AUG** SEP OCT NOV DEC

BUT DID YOU FOLLOW THROUGH?™

THIS MONTH'S TOP 3 FOCUS

- [ ]
- [ ]
- [ ]

MONTH NOTES

©2027 Bilquis Ali

August 2027

Weeks run Monday to Sunday.

WK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
W31	26	27	28	29	30	31	1
W32	2	3	4	5	6	7	8
W33	9	10	11	12	13	14	15
W34	16	17	18	19	20	21	22
W35	23	24	25	26	27	28	29
W36	30	31	1	2	3	4	5

NOTES & KEY DATES

August Checklist

Your task list, sorted by how often it happens.

EVERY DAY (checked on the weekly pages)

- Get report and read new orders
- Check my residents and any changes
- Check my cart, supplies and count
- Pass meds on time and lock the cart every time
- Knock, introduce myself and wash my hands
- Do treatments and skin checks
- Chart as I go, not at the end
- Tell the charge nurse and provider about changes
- Update families when something changes
- Ask one question I do not know the answer to
- Take my breaks and drink water
- Give a clear report at the end of the shift

EVERY WEEK

- Plan the week: shifts, goals and what I want to learn
- Practice one skill on my check-off list
- Ask my preceptor or charge nurse for feedback
- Review my near misses and what I learned
- Get answers to my open questions
- Thank a CNA or teammate
- Check my schedule and any swaps
- Check my license, CEU and certification dates
- Plan something that is not work

THIS MONTH

- [ ] Month Report completed
- [ ] 30-60-90 day goal checked
- [ ] Skills signed off: check the list
- [ ] Licenses and certifications checked
- [ ] Questions answered or asked again
- [ ] Feedback received and acted on
- [ ] Near misses reviewed
- [ ] In-services attended
- [ ] Wins written down
- [ ] Self-care check: sleep, food and rest
- [ ] Talk with my DON or unit manager about how it is going

ADDED FOR AUGUST

- [ ] Flu season prep: your own vaccine and residents'
- [ ] Review your med pass routine: what can be smoother?
- [ ] Check your certifications

ADD YOUR OWN

- [ ] _____
- [ ] _____
- [ ] _____

Starter list. Adapt it to your facility and your policies, and ask your DON when you are not sure.

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Week Plan

August 2027

Week 32 of 53 | Aug 2 - Aug 8, 2027

THIS WEEK'S PRIORITIES *No owner and no due date? It is a wish, not a priority.*

DONE	PRIORITY	OWNER	DUE
☐			
☐			
☐			
☐			
☐			
☐			
☐			

MON 2 AUG

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

TUE 3 AUG

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

WED 4 AUG

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

THU 5 AUG

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

FRI 6 AUG

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

SAT 7 AUG

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

SUN 8 AUG

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

Your calm is contagious. So is your chaos.

Welcome to Long-Term Care | But Did You Follow Through?™ | ©2027 Bilquis Ali

Shift Board

August 2027

Week 32 of 53 | Aug 2 - Aug 8, 2027

MY SHIFT CHECK	MON Aug 2	TUE Aug 3	WED Aug 4	THU Aug 5	FRI Aug 6	SAT Aug 7	SUN Aug 8
BEFORE MY SHIFT							*check it off!*
Got report, read new orders	☐	☐	☐	☐	☐	☐	☐
Checked cart, supplies and count	☐	☐	☐	☐	☐	☐	☐
Checked my residents' changes	☐	☐	☐	☐	☐	☐	☐
MED PASS AND TREATMENTS							*check it off!*
Cart locked when I stepped away	☐	☐	☐	☐	☐	☐	☐
No meds left at the bedside	☐	☐	☐	☐	☐	☐	☐
Treatments and skin checks done	☐	☐	☐	☐	☐	☐	☐
RESPECT AND SAFETY							*check it off!*
Knocked and introduced myself	☐	☐	☐	☐	☐	☐	☐
Hand hygiene before and after	☐	☐	☐	☐	☐	☐	☐
Privacy screen / logged off	☐	☐	☐	☐	☐	☐	☐
CHARTING AND CALLS							*check it off!*
Charted as I went	☐	☐	☐	☐	☐	☐	☐
Told charge nurse / provider	☐	☐	☐	☐	☐	☐	☐
Updated families	☐	☐	☐	☐	☐	☐	☐
END OF SHIFT							*check it off!*
Gave a clear report	☐	☐	☐	☐	☐	☐	☐
Asked one question	☐	☐	☐	☐	☐	☐	☐
Water, food and a break	☐	☐	☐	☐	☐	☐	☐

FRIDAY FOLLOW-THROUGH

But did you follow through this week?

DONE	SLIPPED AND WHY	CARRY TO NEXT WEEK

THIS WEEK I LEARNED _____

ONE QUESTION I WILL ASK _____

Use initials or room numbers. Do not write resident names on this page.

Week Plan

August 2027

Week 33 of 53 | Aug 9 - Aug 15, 2027

THIS WEEK'S PRIORITIES *No owner and no due date? It is a wish, not a priority.*

DONE	PRIORITY	OWNER	DUE
☐			
☐			
☐			
☐			
☐			
☐			
☐			

MON 9 AUG

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

TUE 10 AUG

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

WED 11 AUG

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

THU 12 AUG

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

FRI 13 AUG

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

SAT 14 AUG

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

SUN 15 AUG

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

Your calm is contagious. So is your chaos.

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Shift Board

August 2027

Week 33 of 53 | Aug 9 - Aug 15, 2027

MY SHIFT CHECK	MON Aug 9	TUE Aug 10	WED Aug 11	THU Aug 12	FRI Aug 13	SAT Aug 14	SUN Aug 15
BEFORE MY SHIFT							*check it off!*
Got report, read new orders	☐	☐	☐	☐	☐	☐	☐
Checked cart, supplies and count	☐	☐	☐	☐	☐	☐	☐
Checked my residents' changes	☐	☐	☐	☐	☐	☐	☐
MED PASS AND TREATMENTS							*check it off!*
Cart locked when I stepped away	☐	☐	☐	☐	☐	☐	☐
No meds left at the bedside	☐	☐	☐	☐	☐	☐	☐
Treatments and skin checks done	☐	☐	☐	☐	☐	☐	☐
RESPECT AND SAFETY							*check it off!*
Knocked and introduced myself	☐	☐	☐	☐	☐	☐	☐
Hand hygiene before and after	☐	☐	☐	☐	☐	☐	☐
Privacy screen / logged off	☐	☐	☐	☐	☐	☐	☐
CHARTING AND CALLS							*check it off!*
Charted as I went	☐	☐	☐	☐	☐	☐	☐
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Updated families	☐	☐	☐	☐	☐	☐	☐
END OF SHIFT							*check it off!*
Gave a clear report	☐	☐	☐	☐	☐	☐	☐
Asked one question	☐	☐	☐	☐	☐	☐	☐
Water, food and a break	☐	☐	☐	☐	☐	☐	☐

FRIDAY FOLLOW-THROUGH

But did you follow through this week?

DONE	SLIPPED AND WHY	CARRY TO NEXT WEEK

THIS WEEK I LEARNED

ONE QUESTION I WILL ASK

Use initials or room numbers. Do not write resident names on this page.

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Week Plan

August 2027

Week 34 of 53 | Aug 16 - Aug 22, 2027

THIS WEEK'S PRIORITIES *No owner and no due date? It is a wish, not a priority.*

DONE	PRIORITY	OWNER	DUE
☐			
☐			
☐			
☐			
☐			
☐			
☐			

MON 16 AUG

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

TUE 17 AUG

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

WED 18 AUG

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

THU 19 AUG

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

FRI 20 AUG

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

SAT 21 AUG

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

SUN 22 AUG

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

Your calm is contagious. So is your chaos.

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Shift Board

August 2027

Week 34 of 53 | Aug 16 - Aug 22, 2027

MY SHIFT CHECK	MON Aug 16	TUE Aug 17	WED Aug 18	THU Aug 19	FRI Aug 20	SAT Aug 21	SUN Aug 22
BEFORE MY SHIFT							*check it off!*
Got report, read new orders	☐	☐	☐	☐	☐	☐	☐
Checked cart, supplies and count	☐	☐	☐	☐	☐	☐	☐
Checked my residents' changes	☐	☐	☐	☐	☐	☐	☐
MED PASS AND TREATMENTS							*check it off!*
Cart locked when I stepped away	☐	☐	☐	☐	☐	☐	☐
No meds left at the bedside	☐	☐	☐	☐	☐	☐	☐
Treatments and skin checks done	☐	☐	☐	☐	☐	☐	☐
RESPECT AND SAFETY							*check it off!*
Knocked and introduced myself	☐	☐	☐	☐	☐	☐	☐
Hand hygiene before and after	☐	☐	☐	☐	☐	☐	☐
Privacy screen / logged off	☐	☐	☐	☐	☐	☐	☐
CHARTING AND CALLS							*check it off!*
Charted as I went	☐	☐	☐	☐	☐	☐	☐
Told charge nurse / provider	☐	☐	☐	☐	☐	☐	☐
Updated families	☐	☐	☐	☐	☐	☐	☐
END OF SHIFT							*check it off!*
Gave a clear report	☐	☐	☐	☐	☐	☐	☐
Asked one question	☐	☐	☐	☐	☐	☐	☐
Water, food and a break	☐	☐	☐	☐	☐	☐	☐

FRIDAY FOLLOW-THROUGH

But did you follow through this week?

DONE	SLIPPED AND WHY	CARRY TO NEXT WEEK

THIS WEEK I LEARNED _____

ONE QUESTION I WILL ASK _____

Use initials or room numbers. Do not write resident names on this page.

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Week Plan

August 2027

Week 35 of 53 | Aug 23 - Aug 29, 2027

THIS WEEK'S PRIORITIES *No owner and no due date? It is a wish, not a priority.*

DONE	PRIORITY	OWNER	DUE
☐			
☐			
☐			
☐			
☐			
☐			
☐			

MON 23 AUG

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

TUE 24 AUG

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

WED 25 AUG

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

THU 26 AUG

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

FRI 27 AUG

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

SAT 28 AUG

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

SUN 29 AUG

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

Your calm is contagious. So is your chaos.

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Shift Board

August 2027

Week 35 of 53 | Aug 23 - Aug 29, 2027

MY SHIFT CHECK	MON Aug 23	TUE Aug 24	WED Aug 25	THU Aug 26	FRI Aug 27	SAT Aug 28	SUN Aug 29
BEFORE MY SHIFT							*check it off!*
Got report, read new orders	☐	☐	☐	☐	☐	☐	☐
Checked cart, supplies and count	☐	☐	☐	☐	☐	☐	☐
Checked my residents' changes	☐	☐	☐	☐	☐	☐	☐
MED PASS AND TREATMENTS							*check it off!*
Cart locked when I stepped away	☐	☐	☐	☐	☐	☐	☐
No meds left at the bedside	☐	☐	☐	☐	☐	☐	☐
Treatments and skin checks done	☐	☐	☐	☐	☐	☐	☐
RESPECT AND SAFETY							*check it off!*
Knocked and introduced myself	☐	☐	☐	☐	☐	☐	☐
Hand hygiene before and after	☐	☐	☐	☐	☐	☐	☐
Privacy screen / logged off	☐	☐	☐	☐	☐	☐	☐
CHARTING AND CALLS							*check it off!*
Charted as I went	☐	☐	☐	☐	☐	☐	☐
Told charge nurse / provider	☐	☐	☐	☐	☐	☐	☐
Updated families	☐	☐	☐	☐	☐	☐	☐
END OF SHIFT							*check it off!*
Gave a clear report	☐	☐	☐	☐	☐	☐	☐
Asked one question	☐	☐	☐	☐	☐	☐	☐
Water, food and a break	☐	☐	☐	☐	☐	☐	☐

FRIDAY FOLLOW-THROUGH

But did you follow through this week?

DONE	SLIPPED AND WHY	CARRY TO NEXT WEEK

THIS WEEK I LEARNED _____

ONE QUESTION I WILL ASK _____

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Welcome to Long-Term Care | But Did You Follow Through?™ | ©2027 Bilquis Ali

August Month Report

Your month by the numbers. Bring this page to your check-in with your DON or manager.

MY SHIFTS AND ADMISSIONS

Shifts worked

Admissions I helped with

On time most days? Y ☐ N ☐

Charting done before I left? Y ☐ N ☐

Overtime hours

Areas of opportunity

MED PASS AND TREATMENTS

Med passes on time? Y ☐ N ☐

Near misses I reported

Cart locked every time? Y ☐ N ☐

Treatments done? Y ☐ N ☐

Skin changes reported

Areas of opportunity

CHANGES AND CALLS

Changes I reported

SBAR used? Y ☐ N ☐

Provider told right away? Y ☐ N ☐

Family updated? Y ☐ N ☐

Orders I followed up

Read back every order? Y ☐ N ☐

Open items

Areas of opportunity

LEARNING AND SKILLS

Skills signed off

Skills left to sign off

Met my 30-60-90 goal? Y ☐ N ☐

In-services attended

Asked for help when needed? Y ☐ N ☐

Questions answered

Open items

Areas of opportunity

TEAMWORK AND RESPECT

Thanked a CNA? Y ☐ N ☐

Got feedback from my preceptor? Y ☐ N ☐

Wins this month

Knocked and introduced myself? Y ☐ N ☐

Hand hygiene every time? Y ☐ N ☐

Areas of opportunity

TAKING CARE OF ME

Took my breaks? Y ☐ N ☐

Slept enough? Y ☐ N ☐

Ate real meals? Y ☐ N ☐

Days off used to rest

Asked for support when needed? Y ☐ N ☐

Areas of opportunity

Reviewed with my DON or manager on

Top thing I want to learn next

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August Month-End Review

Did you follow through?

THE NUMBERS

SHIFTS WORKED	ADMISSIONS	CHANGES REPORTED	CALLS MADE	SKILLS SIGNED OFF	WINS	IN-SERVICES

QUESTIONS ASKED	NEAR MISSES TOLD	FEEDBACK NOTES	OPEN ITEMS	MY CONFIDENCE: UP, DOWN OR SAME?

WHAT I SAID I WOULD DO THIS MONTH

	Done	Partly	Not yet
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐

WINS

WHAT SLIPPED AND WHY

CARRY TO NEXT MONTH: TOP 3

- ☐
- ☐
- ☐

Welcome to Long-Term Care | But Did You Follow Through?™ | ©2027 Bilquis Ali

WELCOME TO LONG-TERM CARE

09 September

2027

Stay present. That is where leadership happens.



BUT DID YOU FOLLOW THROUGH?™

THIS MONTH'S TOP 3 FOCUS

- [ ]
- [ ]
- [ ]

MONTH NOTES

©2027 Bilquis Ali

September 2027

Weeks run Monday to Sunday.

WK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
W36	30	31	1	2	3	4	5
W37	6	7	8	9	10	11	12
W38	13	14	15	16	17	18	19
W39	20	21	22	23	24	25	26
W40	27	28	29	30	1	2	3

NOTES & KEY DATES

September Checklist

Your task list, sorted by how often it happens.

EVERY DAY (checked on the weekly pages)

- Get report and read new orders
- Check my residents and any changes
- Check my cart, supplies and count
- Pass meds on time and lock the cart every time
- Knock, introduce myself and wash my hands
- Do treatments and skin checks
- Chart as I go, not at the end
- Tell the charge nurse and provider about changes
- Update families when something changes
- Ask one question I do not know the answer to
- Take my breaks and drink water
- Give a clear report at the end of the shift

EVERY WEEK

- Plan the week: shifts, goals and what I want to learn
- Practice one skill on my check-off list
- Ask my preceptor or charge nurse for feedback
- Review my near misses and what I learned
- Get answers to my open questions
- Thank a CNA or teammate
- Check my schedule and any swaps
- Check my license, CEU and certification dates
- Plan something that is not work

THIS MONTH

- [ ] Month Report completed
- [ ] 30-60-90 day goal checked
- [ ] Skills signed off: check the list
- [ ] Licenses and certifications checked
- [ ] Questions answered or asked again
- [ ] Feedback received and acted on
- [ ] Near misses reviewed
- [ ] In-services attended
- [ ] Wins written down
- [ ] Self-care check: sleep, food and rest
- [ ] Talk with my DON or unit manager about how it is going

ADDED FOR SEPTEMBER

- [ ] Q3 check: goals and follow-through
- [ ] Review near misses and what you learned
- [ ] Decide what you want to learn next year

ADD YOUR OWN

- [ ] _____
- [ ] _____
- [ ] _____

Starter list. Adapt it to your facility and your policies, and ask your DON when you are not sure.

Week Plan

September 2027

Week 36 of 53 | Aug 30 - Sep 5, 2027

THIS WEEK'S PRIORITIES *No owner and no due date? It is a wish, not a priority.*

DONE	PRIORITY	OWNER	DUE
☐			
☐			
☐			
☐			
☐			
☐			
☐			

MON 30 AUG

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

TUE 31 AUG

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

WED 1 SEP

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

THU 2 SEP

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

FRI 3 SEP

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

SAT 4 SEP

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

SUN 5 SEP

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

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Shift Board

September 2027

Week 36 of 53 | Aug 30 - Sep 5, 2027

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MED PASS AND TREATMENTS							*check it off!*
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Gave a clear report	☐	☐	☐	☐	☐	☐	☐
Asked one question	☐	☐	☐	☐	☐	☐	☐
Water, food and a break	☐	☐	☐	☐	☐	☐	☐

FRIDAY FOLLOW-THROUGH

But did you follow through this week?

DONE	SLIPPED AND WHY	CARRY TO NEXT WEEK

THIS WEEK I LEARNED

ONE QUESTION I WILL ASK

Use initials or room numbers. Do not write resident names on this page.

Welcome to Long-Term Care | But Did You Follow Through?™ | ©2027 Bilquis Ali

Week Plan

September 2027

Week 37 of 53 | Sep 6 - Sep 12, 2027

THIS WEEK'S PRIORITIES *No owner and no due date? It is a wish, not a priority.*

DONE	PRIORITY	OWNER	DUE
☐			
☐			
☐			
☐			
☐			
☐			
☐			

MON 6 SEP

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

TUE 7 SEP

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

WED 8 SEP

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

THU 9 SEP

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

FRI 10 SEP

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

SAT 11 SEP

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

SUN 12 SEP

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

Your calm is contagious. So is your chaos.

Shift Board

September 2027

Week 37 of 53 | Sep 6 - Sep 12, 2027

MY SHIFT CHECK	MON Sep 6	TUE Sep 7	WED Sep 8	THU Sep 9	FRI Sep 10	SAT Sep 11	SUN Sep 12
BEFORE MY SHIFT							*check it off!*
Got report, read new orders	☐	☐	☐	☐	☐	☐	☐
Checked cart, supplies and count	☐	☐	☐	☐	☐	☐	☐
Checked my residents' changes	☐	☐	☐	☐	☐	☐	☐
MED PASS AND TREATMENTS							*check it off!*
Cart locked when I stepped away	☐	☐	☐	☐	☐	☐	☐
No meds left at the bedside	☐	☐	☐	☐	☐	☐	☐
Treatments and skin checks done	☐	☐	☐	☐	☐	☐	☐
RESPECT AND SAFETY							*check it off!*
Knocked and introduced myself	☐	☐	☐	☐	☐	☐	☐
Hand hygiene before and after	☐	☐	☐	☐	☐	☐	☐
Privacy screen / logged off	☐	☐	☐	☐	☐	☐	☐
CHARTING AND CALLS							*check it off!*
Charted as I went	☐	☐	☐	☐	☐	☐	☐
Told charge nurse / provider	☐	☐	☐	☐	☐	☐	☐
Updated families	☐	☐	☐	☐	☐	☐	☐
END OF SHIFT							*check it off!*
Gave a clear report	☐	☐	☐	☐	☐	☐	☐
Asked one question	☐	☐	☐	☐	☐	☐	☐
Water, food and a break	☐	☐	☐	☐	☐	☐	☐

FRIDAY FOLLOW-THROUGH

But did you follow through this week?

DONE	SLIPPED AND WHY	CARRY TO NEXT WEEK

THIS WEEK I LEARNED

ONE QUESTION I WILL ASK

Use initials or room numbers. Do not write resident names on this page.

Week Plan

September 2027

Week 38 of 53 | Sep 13 - Sep 19, 2027

THIS WEEK'S PRIORITIES *No owner and no due date? It is a wish, not a priority.*

DONE	PRIORITY	OWNER	DUE
☐			
☐			
☐			
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☐			
☐			

MON 13 SEP

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

TUE 14 SEP

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

WED 15 SEP

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

THU 16 SEP

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

FRI 17 SEP

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

SAT 18 SEP

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

SUN 19 SEP

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

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Shift Board

September 2027

Week 38 of 53 | Sep 13 - Sep 19, 2027

MY SHIFT CHECK	MON Sep 13	TUE Sep 14	WED Sep 15	THU Sep 16	FRI Sep 17	SAT Sep 18	SUN Sep 19
BEFORE MY SHIFT							*check it off!*
Got report, read new orders	☐	☐	☐	☐	☐	☐	☐
Checked cart, supplies and count	☐	☐	☐	☐	☐	☐	☐
Checked my residents' changes	☐	☐	☐	☐	☐	☐	☐
MED PASS AND TREATMENTS							*check it off!*
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Water, food and a break	☐	☐	☐	☐	☐	☐	☐

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THIS WEEK I LEARNED

ONE QUESTION I WILL ASK

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Week Plan

September 2027

Week 39 of 53 | Sep 20 - Sep 26, 2027

THIS WEEK'S PRIORITIES *No owner and no due date? It is a wish, not a priority.*

DONE	PRIORITY	OWNER	DUE
☐			
☐			
☐			
☐			
☐			
☐			
☐			

MON 20 SEP

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

TUE 21 SEP

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

WED 22 SEP

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

THU 23 SEP

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

FRI 24 SEP

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

SAT 25 SEP

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

SUN 26 SEP

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

Your calm is contagious. So is your chaos.

Shift Board

September 2027

Week 39 of 53 | Sep 20 - Sep 26, 2027

MY SHIFT CHECK	MON Sep 20	TUE Sep 21	WED Sep 22	THU Sep 23	FRI Sep 24	SAT Sep 25	SUN Sep 26
BEFORE MY SHIFT							*check it off!*
Got report, read new orders	☐	☐	☐	☐	☐	☐	☐
Checked cart, supplies and count	☐	☐	☐	☐	☐	☐	☐
Checked my residents' changes	☐	☐	☐	☐	☐	☐	☐
MED PASS AND TREATMENTS							*check it off!*
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Water, food and a break	☐	☐	☐	☐	☐	☐	☐

FRIDAY FOLLOW-THROUGH

But did you follow through this week?

DONE	SLIPPED AND WHY	CARRY TO NEXT WEEK

THIS WEEK I LEARNED _____

ONE QUESTION I WILL ASK _____

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September Month Report

Your month by the numbers. Bring this page to your check-in with your DON or manager.

MY SHIFTS AND ADMISSIONS

Shifts worked

Admissions I helped with

On time most days? Y ☐ N ☐

Charting done before I left? Y ☐ N ☐

Overtime hours

Areas of opportunity

MED PASS AND TREATMENTS

Med passes on time? Y ☐ N ☐

Near misses I reported

Cart locked every time? Y ☐ N ☐

Treatments done? Y ☐ N ☐

Skin changes reported

Areas of opportunity

CHANGES AND CALLS

Changes I reported

SBAR used? Y ☐ N ☐

Provider told right away? Y ☐ N ☐

Family updated? Y ☐ N ☐

Orders I followed up

Read back every order? Y ☐ N ☐

Open items

Areas of opportunity

LEARNING AND SKILLS

Skills signed off

Skills left to sign off

Met my 30-60-90 goal? Y ☐ N ☐

In-services attended

Asked for help when needed? Y ☐ N ☐

Questions answered

Open items

Areas of opportunity

TEAMWORK AND RESPECT

Thanked a CNA? Y ☐ N ☐

Got feedback from my preceptor? Y ☐ N ☐

Wins this month

Knocked and introduced myself? Y ☐ N ☐

Hand hygiene every time? Y ☐ N ☐

Areas of opportunity

TAKING CARE OF ME

Took my breaks? Y ☐ N ☐

Slept enough? Y ☐ N ☐

Ate real meals? Y ☐ N ☐

Days off used to rest

Asked for support when needed? Y ☐ N ☐

Areas of opportunity

Reviewed with my DON or manager on

Top thing I want to learn next

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September Month-End Review

Did you follow through?

THE NUMBERS

SHIFTS WORKED	ADMISSIONS	CHANGES REPORTED	CALLS MADE	SKILLS SIGNED OFF	WINS	IN-SERVICES

QUESTIONS ASKED	NEAR MISSES TOLD	FEEDBACK NOTES	OPEN ITEMS	MY CONFIDENCE: UP, DOWN OR SAME?

WHAT I SAID I WOULD DO THIS MONTH

	Done	Partly	Not yet
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐

WINS

WHAT SLIPPED AND WHY

CARRY TO NEXT MONTH: TOP 3

- ☐
- ☐
- ☐

QUARTER CHECK

Update each goal's Q status on the Annual Goals page.

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WELCOME TO LONG-TERM CARE

October

2027

Gratitude transforms pressure into perspective.

JAN FEB MAR APR MAY JUN JUL AUG SEP **OCT** NOV DEC

BUT DID YOU FOLLOW THROUGH?™

THIS MONTH'S TOP 3 FOCUS

- [ ]
- [ ]
- [ ]

MONTH NOTES

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October 2027

Weeks run Monday to Sunday.

WK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
W40	27	28	29	30	1	2	3
W41	4	5	6	7	8	9	10
W42	11	12	13	14	15	16	17
W43	18	19	20	21	22	23	24
W44	25	26	27	28	29	30	31

NOTES & KEY DATES

October Checklist

Your task list, sorted by how often it happens.

EVERY DAY (checked on the weekly pages)

- Get report and read new orders
- Check my residents and any changes
- Check my cart, supplies and count
- Pass meds on time and lock the cart every time
- Knock, introduce myself and wash my hands
- Do treatments and skin checks
- Chart as I go, not at the end
- Tell the charge nurse and provider about changes
- Update families when something changes
- Ask one question I do not know the answer to
- Take my breaks and drink water
- Give a clear report at the end of the shift

EVERY WEEK

- Plan the week: shifts, goals and what I want to learn
- Practice one skill on my check-off list
- Ask my preceptor or charge nurse for feedback
- Review my near misses and what I learned
- Get answers to my open questions
- Thank a CNA or teammate
- Check my schedule and any swaps
- Check my license, CEU and certification dates
- Plan something that is not work

THIS MONTH

- [ ] Month Report completed
- [ ] 30-60-90 day goal checked
- [ ] Skills signed off: check the list
- [ ] Licenses and certifications checked
- [ ] Questions answered or asked again
- [ ] Feedback received and acted on
- [ ] Near misses reviewed
- [ ] In-services attended
- [ ] Wins written down
- [ ] Self-care check: sleep, food and rest
- [ ] Talk with my DON or unit manager about how it is going

ADDED FOR OCTOBER

- [ ] How is your confidence compared to January?
- [ ] Plan next year's goals
- [ ] Check license renewal dates

ADD YOUR OWN

- [ ] _____
- [ ] _____
- [ ] _____

Starter list. Adapt it to your facility and your policies, and ask your DON when you are not sure.

Week Plan

October 2027

Week 40 of 53 | Sep 27 - Oct 3, 2027

THIS WEEK'S PRIORITIES *No owner and no due date? It is a wish, not a priority.*

DONE	PRIORITY	OWNER	DUE
☐			
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☐			

MON 27 SEP

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

TUE 28 SEP

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

WED 29 SEP

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

THU 30 SEP

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

FRI 1 OCT

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

SAT 2 OCT

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

SUN 3 OCT

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

Your calm is contagious. So is your chaos.

Shift Board

October 2027

Week 40 of 53 | Sep 27 - Oct 3, 2027

MY SHIFT CHECK	MON Sep 27	TUE Sep 28	WED Sep 29	THU Sep 30	FRI Oct 1	SAT Oct 2	SUN Oct 3
BEFORE MY SHIFT							*check it off!*
Got report, read new orders	☐	☐	☐	☐	☐	☐	☐
Checked cart, supplies and count	☐	☐	☐	☐	☐	☐	☐
Checked my residents' changes	☐	☐	☐	☐	☐	☐	☐
MED PASS AND TREATMENTS							*check it off!*
Cart locked when I stepped away	☐	☐	☐	☐	☐	☐	☐
No meds left at the bedside	☐	☐	☐	☐	☐	☐	☐
Treatments and skin checks done	☐	☐	☐	☐	☐	☐	☐
RESPECT AND SAFETY							*check it off!*
Knocked and introduced myself	☐	☐	☐	☐	☐	☐	☐
Hand hygiene before and after	☐	☐	☐	☐	☐	☐	☐
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END OF SHIFT							*check it off!*
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Asked one question	☐	☐	☐	☐	☐	☐	☐
Water, food and a break	☐	☐	☐	☐	☐	☐	☐

FRIDAY FOLLOW-THROUGH

But did you follow through this week?

DONE	SLIPPED AND WHY	CARRY TO NEXT WEEK

THIS WEEK I LEARNED

ONE QUESTION I WILL ASK

Use initials or room numbers. Do not write resident names on this page.

Week Plan

October 2027

Week 41 of 53 | Oct 4 - Oct 10, 2027

THIS WEEK'S PRIORITIES *No owner and no due date? It is a wish, not a priority.*

DONE	PRIORITY	OWNER	DUE
☐			
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MON 4 OCT

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

TUE 5 OCT

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

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Shift Board

October 2027

Week 41 of 53 | Oct 4 - Oct 10, 2027

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BEFORE MY SHIFT							*check it off!*
Got report, read new orders	☐	☐	☐	☐	☐	☐	☐
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Week Plan

October 2027

Week 42 of 53 | Oct 11 - Oct 17, 2027

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October 2027

Week 42 of 53 | Oct 11 - Oct 17, 2027

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Hand hygiene before and after	☐	☐	☐	☐	☐	☐	☐
Privacy screen / logged off	☐	☐	☐	☐	☐	☐	☐
CHARTING AND CALLS							*check it off!*
Charted as I went	☐	☐	☐	☐	☐	☐	☐
Told charge nurse / provider	☐	☐	☐	☐	☐	☐	☐
Updated families	☐	☐	☐	☐	☐	☐	☐
END OF SHIFT							*check it off!*
Gave a clear report	☐	☐	☐	☐	☐	☐	☐
Asked one question	☐	☐	☐	☐	☐	☐	☐
Water, food and a break	☐	☐	☐	☐	☐	☐	☐

FRIDAY FOLLOW-THROUGH

But did you follow through this week?

DONE	SLIPPED AND WHY	CARRY TO NEXT WEEK

THIS WEEK I LEARNED

ONE QUESTION I WILL ASK

Use initials or room numbers. Do not write resident names on this page.

Week Plan

October 2027

Week 43 of 53 | Oct 18 - Oct 24, 2027

THIS WEEK'S PRIORITIES *No owner and no due date? It is a wish, not a priority.*

DONE	PRIORITY	OWNER	DUE
☐			
☐			
☐			
☐			
☐			
☐			
☐			

MON 18 OCT

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

TUE 19 OCT

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

WED 20 OCT

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

THU 21 OCT

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

FRI 22 OCT

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

SAT 23 OCT

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

SUN 24 OCT

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

Your calm is contagious. So is your chaos.

Shift Board

October 2027

Week 43 of 53 | Oct 18 - Oct 24, 2027

MY SHIFT CHECK	MON Oct 18	TUE Oct 19	WED Oct 20	THU Oct 21	FRI Oct 22	SAT Oct 23	SUN Oct 24
BEFORE MY SHIFT							*check it off!*
Got report, read new orders	☐	☐	☐	☐	☐	☐	☐
Checked cart, supplies and count	☐	☐	☐	☐	☐	☐	☐
Checked my residents' changes	☐	☐	☐	☐	☐	☐	☐
MED PASS AND TREATMENTS							*check it off!*
Cart locked when I stepped away	☐	☐	☐	☐	☐	☐	☐
No meds left at the bedside	☐	☐	☐	☐	☐	☐	☐
Treatments and skin checks done	☐	☐	☐	☐	☐	☐	☐
RESPECT AND SAFETY							*check it off!*
Knocked and introduced myself	☐	☐	☐	☐	☐	☐	☐
Hand hygiene before and after	☐	☐	☐	☐	☐	☐	☐
Privacy screen / logged off	☐	☐	☐	☐	☐	☐	☐
CHARTING AND CALLS							*check it off!*
Charted as I went	☐	☐	☐	☐	☐	☐	☐
Told charge nurse / provider	☐	☐	☐	☐	☐	☐	☐
Updated families	☐	☐	☐	☐	☐	☐	☐
END OF SHIFT							*check it off!*
Gave a clear report	☐	☐	☐	☐	☐	☐	☐
Asked one question	☐	☐	☐	☐	☐	☐	☐
Water, food and a break	☐	☐	☐	☐	☐	☐	☐

FRIDAY FOLLOW-THROUGH

But did you follow through this week?

DONE	SLIPPED AND WHY	CARRY TO NEXT WEEK

THIS WEEK I LEARNED _____

ONE QUESTION I WILL ASK _____

Use initials or room numbers. Do not write resident names on this page.

Week Plan

October 2027

Week 44 of 53 | Oct 25 - Oct 31, 2027

THIS WEEK'S PRIORITIES *No owner and no due date? It is a wish, not a priority.*

DONE	PRIORITY	OWNER	DUE
☐			
☐			
☐			
☐			
☐			
☐			
☐			

MON 25 OCT

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

TUE 26 OCT

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

WED 27 OCT

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

THU 28 OCT

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

FRI 29 OCT

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

SAT 30 OCT

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

SUN 31 OCT

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

Your calm is contagious. So is your chaos.

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Shift Board

October 2027

Week 44 of 53 | Oct 25 - Oct 31, 2027

MY SHIFT CHECK	MON Oct 25	TUE Oct 26	WED Oct 27	THU Oct 28	FRI Oct 29	SAT Oct 30	SUN Oct 31
BEFORE MY SHIFT							*check it off!*
Got report, read new orders	☐	☐	☐	☐	☐	☐	☐
Checked cart, supplies and count	☐	☐	☐	☐	☐	☐	☐
Checked my residents' changes	☐	☐	☐	☐	☐	☐	☐
MED PASS AND TREATMENTS							*check it off!*
Cart locked when I stepped away	☐	☐	☐	☐	☐	☐	☐
No meds left at the bedside	☐	☐	☐	☐	☐	☐	☐
Treatments and skin checks done	☐	☐	☐	☐	☐	☐	☐
RESPECT AND SAFETY							*check it off!*
Knocked and introduced myself	☐	☐	☐	☐	☐	☐	☐
Hand hygiene before and after	☐	☐	☐	☐	☐	☐	☐
Privacy screen / logged off	☐	☐	☐	☐	☐	☐	☐
CHARTING AND CALLS							*check it off!*
Charted as I went	☐	☐	☐	☐	☐	☐	☐
Told charge nurse / provider	☐	☐	☐	☐	☐	☐	☐
Updated families	☐	☐	☐	☐	☐	☐	☐
END OF SHIFT							*check it off!*
Gave a clear report	☐	☐	☐	☐	☐	☐	☐
Asked one question	☐	☐	☐	☐	☐	☐	☐
Water, food and a break	☐	☐	☐	☐	☐	☐	☐

FRIDAY FOLLOW-THROUGH

But did you follow through this week?

DONE	SLIPPED AND WHY	CARRY TO NEXT WEEK

THIS WEEK I LEARNED _____

ONE QUESTION I WILL ASK _____

Use initials or room numbers. Do not write resident names on this page.

October Month Report

Your month by the numbers. Bring this page to your check-in with your DON or manager.

MY SHIFTS AND ADMISSIONS

Shifts worked

Admissions I helped with

On time most days? Y ☐ N ☐

Charting done before I left? Y ☐ N ☐

Overtime hours

Areas of opportunity

MED PASS AND TREATMENTS

Med passes on time? Y ☐ N ☐

Near misses I reported

Cart locked every time? Y ☐ N ☐

Treatments done? Y ☐ N ☐

Skin changes reported

Areas of opportunity

CHANGES AND CALLS

Changes I reported

SBAR used? Y ☐ N ☐

Provider told right away? Y ☐ N ☐

Family updated? Y ☐ N ☐

Orders I followed up

Read back every order? Y ☐ N ☐

Open items

Areas of opportunity

LEARNING AND SKILLS

Skills signed off

Skills left to sign off

Met my 30-60-90 goal? Y ☐ N ☐

In-services attended

Asked for help when needed? Y ☐ N ☐

Questions answered

Open items

Areas of opportunity

TEAMWORK AND RESPECT

Thanked a CNA? Y ☐ N ☐

Got feedback from my preceptor? Y ☐ N ☐

Wins this month

Knocked and introduced myself? Y ☐ N ☐

Hand hygiene every time? Y ☐ N ☐

Areas of opportunity

TAKING CARE OF ME

Took my breaks? Y ☐ N ☐

Slept enough? Y ☐ N ☐

Ate real meals? Y ☐ N ☐

Days off used to rest

Asked for support when needed? Y ☐ N ☐

Areas of opportunity

Reviewed with my DON or manager on

Top thing I want to learn next

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October Month-End Review

Did you follow through?

THE NUMBERS

SHIFTS WORKED	ADMISSIONS	CHANGES REPORTED	CALLS MADE	SKILLS SIGNED OFF	WINS	IN-SERVICES

QUESTIONS ASKED	NEAR MISSES TOLD	FEEDBACK NOTES	OPEN ITEMS	MY CONFIDENCE: UP, DOWN OR SAME?

WHAT I SAID I WOULD DO THIS MONTH

	Done	Partly	Not yet
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐

WINS

WHAT SLIPPED AND WHY

CARRY TO NEXT MONTH: TOP 3

- ☐
- ☐
- ☐

WELCOME TO LONG-TERM CARE

November

2027

Reflection creates growth, not regret.

JAN FEB MAR APR MAY JUN JUL AUG SEP OCT **NOV** DEC

BUT DID YOU FOLLOW THROUGH?™

THIS MONTH'S TOP 3 FOCUS

- [ ]
- [ ]
- [ ]

MONTH NOTES

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November 2027

Weeks run Monday to Sunday.

WK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
W45	1	2	3	4	5	6	7
W46	8	9	10	11	12	13	14
W47	15	16	17	18	19	20	21
W48	22	23	24	25	26	27	28
W49	29	30	1	2	3	4	5

NOTES & KEY DATES

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November Checklist

Your task list, sorted by how often it happens.

EVERY DAY (checked on the weekly pages)

- Get report and read new orders
- Check my residents and any changes
- Check my cart, supplies and count
- Pass meds on time and lock the cart every time
- Knock, introduce myself and wash my hands
- Do treatments and skin checks
- Chart as I go, not at the end
- Tell the charge nurse and provider about changes
- Update families when something changes
- Ask one question I do not know the answer to
- Take my breaks and drink water
- Give a clear report at the end of the shift

EVERY WEEK

- Plan the week: shifts, goals and what I want to learn
- Practice one skill on my check-off list
- Ask my preceptor or charge nurse for feedback
- Review my near misses and what I learned
- Get answers to my open questions
- Thank a CNA or teammate
- Check my schedule and any swaps
- Check my license, CEU and certification dates
- Plan something that is not work

THIS MONTH

- [ ] Month Report completed
- [ ] 30-60-90 day goal checked
- [ ] Skills signed off: check the list
- [ ] Licenses and certifications checked
- [ ] Questions answered or asked again
- [ ] Feedback received and acted on
- [ ] Near misses reviewed
- [ ] In-services attended
- [ ] Wins written down
- [ ] Self-care check: sleep, food and rest
- [ ] Talk with my DON or unit manager about how it is going

ADDED FOR NOVEMBER

- [ ] Holiday schedule and rest planning
- [ ] Thank your team
- [ ] Close open learning items

ADD YOUR OWN

- [ ] _____
- [ ] _____
- [ ] _____

Starter list. Adapt it to your facility and your policies, and ask your DON when you are not sure.

Week Plan

November 2027

Week 45 of 53 | Nov 1 - Nov 7, 2027

THIS WEEK'S PRIORITIES *No owner and no due date? It is a wish, not a priority.*

DONE	PRIORITY	OWNER	DUE
☐			
☐			
☐			
☐			
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☐			
☐			

MON 1 NOV

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

TUE 2 NOV

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

WED 3 NOV

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

THU 4 NOV

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

FRI 5 NOV

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

SAT 6 NOV

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

SUN 7 NOV

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

Your calm is contagious. So is your chaos.

Shift Board

November 2027

Week 45 of 53 | Nov 1 - Nov 7, 2027

MY SHIFT CHECK	MON Nov 1	TUE Nov 2	WED Nov 3	THU Nov 4	FRI Nov 5	SAT Nov 6	SUN Nov 7
BEFORE MY SHIFT							*check it off!*
Got report, read new orders	☐	☐	☐	☐	☐	☐	☐
Checked cart, supplies and count	☐	☐	☐	☐	☐	☐	☐
Checked my residents' changes	☐	☐	☐	☐	☐	☐	☐
MED PASS AND TREATMENTS							*check it off!*
Cart locked when I stepped away	☐	☐	☐	☐	☐	☐	☐
No meds left at the bedside	☐	☐	☐	☐	☐	☐	☐
Treatments and skin checks done	☐	☐	☐	☐	☐	☐	☐
RESPECT AND SAFETY							*check it off!*
Knocked and introduced myself	☐	☐	☐	☐	☐	☐	☐
Hand hygiene before and after	☐	☐	☐	☐	☐	☐	☐
Privacy screen / logged off	☐	☐	☐	☐	☐	☐	☐
CHARTING AND CALLS							*check it off!*
Charted as I went	☐	☐	☐	☐	☐	☐	☐
Told charge nurse / provider	☐	☐	☐	☐	☐	☐	☐
Updated families	☐	☐	☐	☐	☐	☐	☐
END OF SHIFT							*check it off!*
Gave a clear report	☐	☐	☐	☐	☐	☐	☐
Asked one question	☐	☐	☐	☐	☐	☐	☐
Water, food and a break	☐	☐	☐	☐	☐	☐	☐

FRIDAY FOLLOW-THROUGH

But did you follow through this week?

DONE

SLIPPED AND WHY

CARRY TO NEXT WEEK

THIS WEEK I LEARNED

ONE QUESTION I WILL ASK

Use initials or room numbers. Do not write resident names on this page.

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Week Plan

November 2027

Week 46 of 53 | Nov 8 - Nov 14, 2027

THIS WEEK'S PRIORITIES *No owner and no due date? It is a wish, not a priority.*

DONE	PRIORITY	OWNER	DUE
☐			
☐			
☐			
☐			
☐			
☐			
☐			

MON 8 NOV

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

TUE 9 NOV

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

WED 10 NOV

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

THU 11 NOV

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

FRI 12 NOV

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

SAT 13 NOV

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

SUN 14 NOV

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

Your calm is contagious. So is your chaos.

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Shift Board

November 2027

Week 46 of 53 | Nov 8 - Nov 14, 2027

MY SHIFT CHECK	MON Nov 8	TUE Nov 9	WED Nov 10	THU Nov 11	FRI Nov 12	SAT Nov 13	SUN Nov 14
BEFORE MY SHIFT							*check it off!*
Got report, read new orders	☐	☐	☐	☐	☐	☐	☐
Checked cart, supplies and count	☐	☐	☐	☐	☐	☐	☐
Checked my residents' changes	☐	☐	☐	☐	☐	☐	☐
MED PASS AND TREATMENTS							*check it off!*
Cart locked when I stepped away	☐	☐	☐	☐	☐	☐	☐
No meds left at the bedside	☐	☐	☐	☐	☐	☐	☐
Treatments and skin checks done	☐	☐	☐	☐	☐	☐	☐
RESPECT AND SAFETY							*check it off!*
Knocked and introduced myself	☐	☐	☐	☐	☐	☐	☐
Hand hygiene before and after	☐	☐	☐	☐	☐	☐	☐
Privacy screen / logged off	☐	☐	☐	☐	☐	☐	☐
CHARTING AND CALLS							*check it off!*
Charted as I went	☐	☐	☐	☐	☐	☐	☐
Told charge nurse / provider	☐	☐	☐	☐	☐	☐	☐
Updated families	☐	☐	☐	☐	☐	☐	☐
END OF SHIFT							*check it off!*
Gave a clear report	☐	☐	☐	☐	☐	☐	☐
Asked one question	☐	☐	☐	☐	☐	☐	☐
Water, food and a break	☐	☐	☐	☐	☐	☐	☐

FRIDAY FOLLOW-THROUGH

But did you follow through this week?

DONE	SLIPPED AND WHY	CARRY TO NEXT WEEK

THIS WEEK I LEARNED

ONE QUESTION I WILL ASK

Use initials or room numbers. Do not write resident names on this page.

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Week Plan

November 2027

Week 47 of 53 | Nov 15 - Nov 21, 2027

THIS WEEK'S PRIORITIES *No owner and no due date? It is a wish, not a priority.*

DONE	PRIORITY	OWNER	DUE
☐			
☐			
☐			
☐			
☐			
☐			
☐			

MON 15 NOV

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

TUE 16 NOV

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

WED 17 NOV

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

THU 18 NOV

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

FRI 19 NOV

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

SAT 20 NOV

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

SUN 21 NOV

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

Your calm is contagious. So is your chaos.

Shift Board

November 2027

Week 47 of 53 | Nov 15 - Nov 21, 2027

MY SHIFT CHECK	MON Nov 15	TUE Nov 16	WED Nov 17	THU Nov 18	FRI Nov 19	SAT Nov 20	SUN Nov 21
BEFORE MY SHIFT							*check it off!*
Got report, read new orders	☐	☐	☐	☐	☐	☐	☐
Checked cart, supplies and count	☐	☐	☐	☐	☐	☐	☐
Checked my residents' changes	☐	☐	☐	☐	☐	☐	☐
MED PASS AND TREATMENTS							*check it off!*
Cart locked when I stepped away	☐	☐	☐	☐	☐	☐	☐
No meds left at the bedside	☐	☐	☐	☐	☐	☐	☐
Treatments and skin checks done	☐	☐	☐	☐	☐	☐	☐
RESPECT AND SAFETY							*check it off!*
Knocked and introduced myself	☐	☐	☐	☐	☐	☐	☐
Hand hygiene before and after	☐	☐	☐	☐	☐	☐	☐
Privacy screen / logged off	☐	☐	☐	☐	☐	☐	☐
CHARTING AND CALLS							*check it off!*
Charted as I went	☐	☐	☐	☐	☐	☐	☐
Told charge nurse / provider	☐	☐	☐	☐	☐	☐	☐
Updated families	☐	☐	☐	☐	☐	☐	☐
END OF SHIFT							*check it off!*
Gave a clear report	☐	☐	☐	☐	☐	☐	☐
Asked one question	☐	☐	☐	☐	☐	☐	☐
Water, food and a break	☐	☐	☐	☐	☐	☐	☐

FRIDAY FOLLOW-THROUGH

But did you follow through this week?

DONE

SLIPPED AND WHY

CARRY TO NEXT WEEK

THIS WEEK I LEARNED

ONE QUESTION I WILL ASK

Use initials or room numbers. Do not write resident names on this page.

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Week Plan

November 2027

Week 48 of 53 | Nov 22 - Nov 28, 2027

THIS WEEK'S PRIORITIES *No owner and no due date? It is a wish, not a priority.*

DONE	PRIORITY	OWNER	DUE
☐			
☐			
☐			
☐			
☐			
☐			
☐			

MON 22 NOV

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

TUE 23 NOV

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

WED 24 NOV

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

THU 25 NOV

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

FRI 26 NOV

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

SAT 27 NOV

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

SUN 28 NOV

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

Your calm is contagious. So is your chaos.

Shift Board

November 2027

Week 48 of 53 | Nov 22 - Nov 28, 2027

MY SHIFT CHECK	MON Nov 22	TUE Nov 23	WED Nov 24	THU Nov 25	FRI Nov 26	SAT Nov 27	SUN Nov 28
BEFORE MY SHIFT							*check it off!*
Got report, read new orders	☐	☐	☐	☐	☐	☐	☐
Checked cart, supplies and count	☐	☐	☐	☐	☐	☐	☐
Checked my residents' changes	☐	☐	☐	☐	☐	☐	☐
MED PASS AND TREATMENTS							*check it off!*
Cart locked when I stepped away	☐	☐	☐	☐	☐	☐	☐
No meds left at the bedside	☐	☐	☐	☐	☐	☐	☐
Treatments and skin checks done	☐	☐	☐	☐	☐	☐	☐
RESPECT AND SAFETY							*check it off!*
Knocked and introduced myself	☐	☐	☐	☐	☐	☐	☐
Hand hygiene before and after	☐	☐	☐	☐	☐	☐	☐
Privacy screen / logged off	☐	☐	☐	☐	☐	☐	☐
CHARTING AND CALLS							*check it off!*
Charted as I went	☐	☐	☐	☐	☐	☐	☐
Told charge nurse / provider	☐	☐	☐	☐	☐	☐	☐
Updated families	☐	☐	☐	☐	☐	☐	☐
END OF SHIFT							*check it off!*
Gave a clear report	☐	☐	☐	☐	☐	☐	☐
Asked one question	☐	☐	☐	☐	☐	☐	☐
Water, food and a break	☐	☐	☐	☐	☐	☐	☐

FRIDAY FOLLOW-THROUGH

But did you follow through this week?

DONE	SLIPPED AND WHY	CARRY TO NEXT WEEK

THIS WEEK I LEARNED _____

ONE QUESTION I WILL ASK _____

Use initials or room numbers. Do not write resident names on this page.

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November Month Report

Your month by the numbers. Bring this page to your check-in with your DON or manager.

MY SHIFTS AND ADMISSIONS

Shifts worked

Admissions I helped with

On time most days? Y ☐ N ☐

Charting done before I left? Y ☐ N ☐

Overtime hours

Areas of opportunity

MED PASS AND TREATMENTS

Med passes on time? Y ☐ N ☐

Near misses I reported

Cart locked every time? Y ☐ N ☐

Treatments done? Y ☐ N ☐

Skin changes reported

Areas of opportunity

CHANGES AND CALLS

Changes I reported

SBAR used? Y ☐ N ☐

Provider told right away? Y ☐ N ☐

Family updated? Y ☐ N ☐

Orders I followed up

Read back every order? Y ☐ N ☐

Open items

Areas of opportunity

LEARNING AND SKILLS

Skills signed off

Skills left to sign off

Met my 30-60-90 goal? Y ☐ N ☐

In-services attended

Asked for help when needed? Y ☐ N ☐

Questions answered

Open items

Areas of opportunity

TEAMWORK AND RESPECT

Thanked a CNA? Y ☐ N ☐

Got feedback from my preceptor? Y ☐ N ☐

Wins this month

Knocked and introduced myself? Y ☐ N ☐

Hand hygiene every time? Y ☐ N ☐

Areas of opportunity

TAKING CARE OF ME

Took my breaks? Y ☐ N ☐

Slept enough? Y ☐ N ☐

Ate real meals? Y ☐ N ☐

Days off used to rest

Asked for support when needed? Y ☐ N ☐

Areas of opportunity

Reviewed with my DON or manager on

Top thing I want to learn next

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November Month-End Review

Did you follow through?

THE NUMBERS

SHIFTS WORKED	ADMISSIONS	CHANGES REPORTED	CALLS MADE	SKILLS SIGNED OFF	WINS	IN-SERVICES

QUESTIONS ASKED	NEAR MISSES TOLD	FEEDBACK NOTES	OPEN ITEMS	MY CONFIDENCE: UP, DOWN OR SAME?

WHAT I SAID I WOULD DO THIS MONTH

	Done	Partly	Not yet
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐

WINS

WHAT SLIPPED AND WHY

CARRY TO NEXT MONTH: TOP 3

- ☐
- ☐
- ☐

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WELCOME TO LONG-TERM CARE

December 12

2027

Close the year with grace. You have earned it.

JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV **DEC**

BUT DID YOU FOLLOW THROUGH?™

THIS MONTH'S TOP 3 FOCUS

- [ ]
- [ ]
- [ ]

MONTH NOTES

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December 2027

Weeks run Monday to Sunday.

WK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
W49	29	30	1	2	3	4	5
W50	6	7	8	9	10	11	12
W51	13	14	15	16	17	18	19
W52	20	21	22	23	24	25	26
W53	27	28	29	30	31	1	2

NOTES & KEY DATES

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December Checklist

Your task list, sorted by how often it happens.

EVERY DAY (checked on the weekly pages)

- Get report and read new orders
- Check my residents and any changes
- Check my cart, supplies and count
- Pass meds on time and lock the cart every time
- Knock, introduce myself and wash my hands
- Do treatments and skin checks
- Chart as I go, not at the end
- Tell the charge nurse and provider about changes
- Update families when something changes
- Ask one question I do not know the answer to
- Take my breaks and drink water
- Give a clear report at the end of the shift

EVERY WEEK

- Plan the week: shifts, goals and what I want to learn
- Practice one skill on my check-off list
- Ask my preceptor or charge nurse for feedback
- Review my near misses and what I learned
- Get answers to my open questions
- Thank a CNA or teammate
- Check my schedule and any swaps
- Check my license, CEU and certification dates
- Plan something that is not work

THIS MONTH

- [ ] Month Report completed
- [ ] 30-60-90 day goal checked
- [ ] Skills signed off: check the list
- [ ] Licenses and certifications checked
- [ ] Questions answered or asked again
- [ ] Feedback received and acted on
- [ ] Near misses reviewed
- [ ] In-services attended
- [ ] Wins written down
- [ ] Self-care check: sleep, food and rest
- [ ] Talk with my DON or unit manager about how it is going

ADDED FOR DECEMBER

- [ ] Year-end review: how you grew
- [ ] Thank your preceptor and team
- [ ] Set next year's goals

ADD YOUR OWN

- [ ] _____
- [ ] _____
- [ ] _____

Starter list. Adapt it to your facility and your policies, and ask your DON when you are not sure.

Week Plan

December 2027

Week 49 of 53 | Nov 29 - Dec 5, 2027

THIS WEEK'S PRIORITIES *No owner and no due date? It is a wish, not a priority.*

DONE	PRIORITY	OWNER	DUE
☐			
☐			
☐			
☐			
☐			
☐			
☐			

MON 29 NOV

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

TUE 30 NOV

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

WED 1 DEC

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

THU 2 DEC

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

FRI 3 DEC

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

SAT 4 DEC

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

SUN 5 DEC

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

Your calm is contagious. So is your chaos.

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Shift Board

December 2027

Week 49 of 53 | Nov 29 - Dec 5, 2027

MY SHIFT CHECK	MON Nov 29	TUE Nov 30	WED Dec 1	THU Dec 2	FRI Dec 3	SAT Dec 4	SUN Dec 5
BEFORE MY SHIFT							*check it off!*
Got report, read new orders	☐	☐	☐	☐	☐	☐	☐
Checked cart, supplies and count	☐	☐	☐	☐	☐	☐	☐
Checked my residents' changes	☐	☐	☐	☐	☐	☐	☐
MED PASS AND TREATMENTS							*check it off!*
Cart locked when I stepped away	☐	☐	☐	☐	☐	☐	☐
No meds left at the bedside	☐	☐	☐	☐	☐	☐	☐
Treatments and skin checks done	☐	☐	☐	☐	☐	☐	☐
RESPECT AND SAFETY							*check it off!*
Knocked and introduced myself	☐	☐	☐	☐	☐	☐	☐
Hand hygiene before and after	☐	☐	☐	☐	☐	☐	☐
Privacy screen / logged off	☐	☐	☐	☐	☐	☐	☐
CHARTING AND CALLS							*check it off!*
Charted as I went	☐	☐	☐	☐	☐	☐	☐
Told charge nurse / provider	☐	☐	☐	☐	☐	☐	☐
Updated families	☐	☐	☐	☐	☐	☐	☐
END OF SHIFT							*check it off!*
Gave a clear report	☐	☐	☐	☐	☐	☐	☐
Asked one question	☐	☐	☐	☐	☐	☐	☐
Water, food and a break	☐	☐	☐	☐	☐	☐	☐

FRIDAY FOLLOW-THROUGH

But did you follow through this week?

DONE	SLIPPED AND WHY	CARRY TO NEXT WEEK

THIS WEEK I LEARNED _____

ONE QUESTION I WILL ASK _____

Use initials or room numbers. Do not write resident names on this page.

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Week Plan

December 2027

Week 50 of 53 | Dec 6 - Dec 12, 2027

THIS WEEK'S PRIORITIES *No owner and no due date? It is a wish, not a priority.*

DONE	PRIORITY	OWNER	DUE
☐			
☐			
☐			
☐			
☐			
☐			
☐			

MON 6 DEC

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

TUE 7 DEC

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

WED 8 DEC

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

THU 9 DEC

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

FRI 10 DEC

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

SAT 11 DEC

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

SUN 12 DEC

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

Your calm is contagious. So is your chaos.

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Shift Board

December 2027

Week 50 of 53 | Dec 6 - Dec 12, 2027

MY SHIFT CHECK	MON Dec 6	TUE Dec 7	WED Dec 8	THU Dec 9	FRI Dec 10	SAT Dec 11	SUN Dec 12
BEFORE MY SHIFT							*check it off!*
Got report, read new orders	☐	☐	☐	☐	☐	☐	☐
Checked cart, supplies and count	☐	☐	☐	☐	☐	☐	☐
Checked my residents' changes	☐	☐	☐	☐	☐	☐	☐
MED PASS AND TREATMENTS							*check it off!*
Cart locked when I stepped away	☐	☐	☐	☐	☐	☐	☐
No meds left at the bedside	☐	☐	☐	☐	☐	☐	☐
Treatments and skin checks done	☐	☐	☐	☐	☐	☐	☐
RESPECT AND SAFETY							*check it off!*
Knocked and introduced myself	☐	☐	☐	☐	☐	☐	☐
Hand hygiene before and after	☐	☐	☐	☐	☐	☐	☐
Privacy screen / logged off	☐	☐	☐	☐	☐	☐	☐
CHARTING AND CALLS							*check it off!*
Charted as I went	☐	☐	☐	☐	☐	☐	☐
Told charge nurse / provider	☐	☐	☐	☐	☐	☐	☐
Updated families	☐	☐	☐	☐	☐	☐	☐
END OF SHIFT							*check it off!*
Gave a clear report	☐	☐	☐	☐	☐	☐	☐
Asked one question	☐	☐	☐	☐	☐	☐	☐
Water, food and a break	☐	☐	☐	☐	☐	☐	☐

FRIDAY FOLLOW-THROUGH

But did you follow through this week?

DONE	SLIPPED AND WHY	CARRY TO NEXT WEEK

THIS WEEK I LEARNED _____

ONE QUESTION I WILL ASK _____

Use initials or room numbers. Do not write resident names on this page.

Week Plan

December 2027

Week 51 of 53 | Dec 13 - Dec 19, 2027

THIS WEEK'S PRIORITIES *No owner and no due date? It is a wish, not a priority.*

DONE	PRIORITY	OWNER	DUE
☐			
☐			
☐			
☐			
☐			
☐			
☐			

MON 13 DEC

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

TUE 14 DEC

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

WED 15 DEC

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

THU 16 DEC

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

FRI 17 DEC

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

SAT 18 DEC

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

SUN 19 DEC

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

Your calm is contagious. So is your chaos.

Shift Board

December 2027

Week 51 of 53 | Dec 13 - Dec 19, 2027

MY SHIFT CHECK	MON Dec 13	TUE Dec 14	WED Dec 15	THU Dec 16	FRI Dec 17	SAT Dec 18	SUN Dec 19
BEFORE MY SHIFT							*check it off!*
Got report, read new orders	☐	☐	☐	☐	☐	☐	☐
Checked cart, supplies and count	☐	☐	☐	☐	☐	☐	☐
Checked my residents' changes	☐	☐	☐	☐	☐	☐	☐
MED PASS AND TREATMENTS							*check it off!*
Cart locked when I stepped away	☐	☐	☐	☐	☐	☐	☐
No meds left at the bedside	☐	☐	☐	☐	☐	☐	☐
Treatments and skin checks done	☐	☐	☐	☐	☐	☐	☐
RESPECT AND SAFETY							*check it off!*
Knocked and introduced myself	☐	☐	☐	☐	☐	☐	☐
Hand hygiene before and after	☐	☐	☐	☐	☐	☐	☐
Privacy screen / logged off	☐	☐	☐	☐	☐	☐	☐
CHARTING AND CALLS							*check it off!*
Charted as I went	☐	☐	☐	☐	☐	☐	☐
Told charge nurse / provider	☐	☐	☐	☐	☐	☐	☐
Updated families	☐	☐	☐	☐	☐	☐	☐
END OF SHIFT							*check it off!*
Gave a clear report	☐	☐	☐	☐	☐	☐	☐
Asked one question	☐	☐	☐	☐	☐	☐	☐
Water, food and a break	☐	☐	☐	☐	☐	☐	☐

FRIDAY FOLLOW-THROUGH

But did you follow through this week?

DONE	SLIPPED AND WHY	CARRY TO NEXT WEEK

THIS WEEK I LEARNED _____

ONE QUESTION I WILL ASK _____

Use initials or room numbers. Do not write resident names on this page.

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Week Plan

December 2027

Week 52 of 53 | Dec 20 - Dec 26, 2027

THIS WEEK'S PRIORITIES *No owner and no due date? It is a wish, not a priority.*

DONE	PRIORITY	OWNER	DUE
☐			
☐			
☐			
☐			
☐			
☐			
☐			

MON 20 DEC

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

TUE 21 DEC

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

WED 22 DEC

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

THU 23 DEC

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

FRI 24 DEC

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

SAT 25 DEC

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

SUN 26 DEC

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

Your calm is contagious. So is your chaos.

Shift Board

December 2027

Week 52 of 53 | Dec 20 - Dec 26, 2027

MY SHIFT CHECK	MON Dec 20	TUE Dec 21	WED Dec 22	THU Dec 23	FRI Dec 24	SAT Dec 25	SUN Dec 26
BEFORE MY SHIFT							*check it off!*
Got report, read new orders	☐	☐	☐	☐	☐	☐	☐
Checked cart, supplies and count	☐	☐	☐	☐	☐	☐	☐
Checked my residents' changes	☐	☐	☐	☐	☐	☐	☐
MED PASS AND TREATMENTS							*check it off!*
Cart locked when I stepped away	☐	☐	☐	☐	☐	☐	☐
No meds left at the bedside	☐	☐	☐	☐	☐	☐	☐
Treatments and skin checks done	☐	☐	☐	☐	☐	☐	☐
RESPECT AND SAFETY							*check it off!*
Knocked and introduced myself	☐	☐	☐	☐	☐	☐	☐
Hand hygiene before and after	☐	☐	☐	☐	☐	☐	☐
Privacy screen / logged off	☐	☐	☐	☐	☐	☐	☐
CHARTING AND CALLS							*check it off!*
Charted as I went	☐	☐	☐	☐	☐	☐	☐
Told charge nurse / provider	☐	☐	☐	☐	☐	☐	☐
Updated families	☐	☐	☐	☐	☐	☐	☐
END OF SHIFT							*check it off!*
Gave a clear report	☐	☐	☐	☐	☐	☐	☐
Asked one question	☐	☐	☐	☐	☐	☐	☐
Water, food and a break	☐	☐	☐	☐	☐	☐	☐

FRIDAY FOLLOW-THROUGH

But did you follow through this week?

DONE	SLIPPED AND WHY	CARRY TO NEXT WEEK

THIS WEEK I LEARNED _____

ONE QUESTION I WILL ASK _____

Use initials or room numbers. Do not write resident names on this page.

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Week Plan

December 2027

Week 53 of 53 | Dec 27, 2027 - Jan 2, 2028

THIS WEEK'S PRIORITIES *No owner and no due date? It is a wish, not a priority.*

DONE	PRIORITY	OWNER	DUE
☐			
☐			
☐			
☐			
☐			
☐			
☐			

MON 27 DEC

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

TUE 28 DEC

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

WED 29 DEC

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

THU 30 DEC

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

FRI 31 DEC

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

SAT 1 JAN

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

SUN 2 JAN

Shift ____ Res ____ ☐ Report ☐ Med pass ☐ Treatments ☐ Charting ☐ Calls ☐ Self-care

Top 3 for today / notes

Your calm is contagious. So is your chaos.

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Shift Board

December 2027

Week 53 of 53 | Dec 27, 2027 - Jan 2, 2028

MY SHIFT CHECK	MON Dec 27	TUE Dec 28	WED Dec 29	THU Dec 30	FRI Dec 31	SAT Jan 1	SUN Jan 2
BEFORE MY SHIFT							*check it off!*
Got report, read new orders	☐	☐	☐	☐	☐	☐	☐
Checked cart, supplies and count	☐	☐	☐	☐	☐	☐	☐
Checked my residents' changes	☐	☐	☐	☐	☐	☐	☐
MED PASS AND TREATMENTS							*check it off!*
Cart locked when I stepped away	☐	☐	☐	☐	☐	☐	☐
No meds left at the bedside	☐	☐	☐	☐	☐	☐	☐
Treatments and skin checks done	☐	☐	☐	☐	☐	☐	☐
RESPECT AND SAFETY							*check it off!*
Knocked and introduced myself	☐	☐	☐	☐	☐	☐	☐
Hand hygiene before and after	☐	☐	☐	☐	☐	☐	☐
Privacy screen / logged off	☐	☐	☐	☐	☐	☐	☐
CHARTING AND CALLS							*check it off!*
Charted as I went	☐	☐	☐	☐	☐	☐	☐
Told charge nurse / provider	☐	☐	☐	☐	☐	☐	☐
Updated families	☐	☐	☐	☐	☐	☐	☐
END OF SHIFT							*check it off!*
Gave a clear report	☐	☐	☐	☐	☐	☐	☐
Asked one question	☐	☐	☐	☐	☐	☐	☐
Water, food and a break	☐	☐	☐	☐	☐	☐	☐

FRIDAY FOLLOW-THROUGH

But did you follow through this week?

DONE	SLIPPED AND WHY	CARRY TO NEXT WEEK

THIS WEEK I LEARNED _____

ONE QUESTION I WILL ASK _____

Use initials or room numbers. Do not write resident names on this page.

December Month Report

Your month by the numbers. Bring this page to your check-in with your DON or manager.

MY SHIFTS AND ADMISSIONS

Shifts worked

Admissions I helped with

On time most days? Y ☐ N ☐

Charting done before I left? Y ☐ N ☐

Overtime hours

Areas of opportunity

MED PASS AND TREATMENTS

Med passes on time? Y ☐ N ☐

Near misses I reported

Cart locked every time? Y ☐ N ☐

Treatments done? Y ☐ N ☐

Skin changes reported

Areas of opportunity

CHANGES AND CALLS

Changes I reported

SBAR used? Y ☐ N ☐

Provider told right away? Y ☐ N ☐

Family updated? Y ☐ N ☐

Orders I followed up

Read back every order? Y ☐ N ☐

Open items

Areas of opportunity

LEARNING AND SKILLS

Skills signed off

Skills left to sign off

Met my 30-60-90 goal? Y ☐ N ☐

In-services attended

Asked for help when needed? Y ☐ N ☐

Questions answered

Open items

Areas of opportunity

TEAMWORK AND RESPECT

Thanked a CNA? Y ☐ N ☐

Got feedback from my preceptor? Y ☐ N ☐

Wins this month

Knocked and introduced myself? Y ☐ N ☐

Hand hygiene every time? Y ☐ N ☐

Areas of opportunity

TAKING CARE OF ME

Took my breaks? Y ☐ N ☐

Slept enough? Y ☐ N ☐

Ate real meals? Y ☐ N ☐

Days off used to rest

Asked for support when needed? Y ☐ N ☐

Areas of opportunity

Reviewed with my DON or manager on

Top thing I want to learn next

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December Month-End Review

Did you follow through?

THE NUMBERS

SHIFTS WORKED	ADMISSIONS	CHANGES REPORTED	CALLS MADE	SKILLS SIGNED OFF	WINS	IN-SERVICES

QUESTIONS ASKED	NEAR MISSES TOLD	FEEDBACK NOTES	OPEN ITEMS	MY CONFIDENCE: UP, DOWN OR SAME?

WHAT I SAID I WOULD DO THIS MONTH

	Done	Partly	Not yet
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐

WINS

WHAT SLIPPED AND WHY

CARRY TO NEXT MONTH: TOP 3

- ☐
- ☐
- ☐

QUARTER CHECK

Update each goal's Q status on the Annual Goals page.

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Notes 1

Write, type or sketch anything here.

Notes 2

Write, type or sketch anything here.

Notes 3

Write, type or sketch anything here.

Notes 4

Write, type or sketch anything here.

Notes 5

Write, type or sketch anything here.

Notes 6

Write, type or sketch anything here.

You did it.

One more shift, one more skill,
one more reason you belong here.

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