

Family Meeting Guide

Purpose of Meeting: _____

Specific Concerns:

1. _____

2. _____

3. _____

4. _____

5. _____

Suggestions:

- Be flexible. Not everyone will see things the same way. Compromise means that everyone must give a little.
- Stick to the agenda. The purpose of this meeting is to address concerns about an older loved **one's needs. Leave old hurts, disagreements and history at home.**
- Be fair. Give everyone an equal chance to speak. Be willing to volunteer and be understanding if another participant honestly cannot offer as much as you can.
- Be willing to take baby steps. If the job at hand appears to be overwhelming, prioritize your concerns and agree to tackle the most important things first, leaving less critical issues for another meeting.