Family Session Worksheet

For: _____
Date: _____

Date: _____ Facilitator: _____ Note-taker: _____ Present: _____

Time	Segment	Notes and decisions
0:00 5 min	Welcome and why we are here	
0:05 10 min	The Emergency One-Pager	
0:15 10 min	People and access	
0:25 10 min	Health and wishes	
0:35 10 min	Legal and money	
0:45 10 min	Practice scenario: “It’s 2 a.m. and the hospital calls.”	
0:55 5 min	Wrap-up: three actions, names and dates	

Three Actions and Follow-Up

For: _____

Date: _____

Three actions, with names and dates

Action	Who	By when

Gaps we found in the practice scenario

Topics we postponed (and when we will return to them)

Next check-in (30 days)	Next family session	Yearly Review date

Within a day: send the notes to everyone, with names and dates against each action, and a short thank-you.