



A Week of Meaningful Things to Do: Instructions for Intensive Case Managers

“A Week of Meaningful Things to Do” is a tool that Intensive Case Managers can use when delivering Housing First to help clients focus beyond the present moment. It is not mandatory, but can be helpful especially:

- In the early days of the relationship
- To help clients understand your role as an Intensive Case Manager
- To get clients to focus not just on those appointments related to the case plan (for example, dates and times you intend to visit; doctor’s appointments; meetings with an employer or welfare, etc.) but also activities that they can engage with outside of those appointment times to reduce social isolation, increase community integration, and (re)build social networks;
- To help clients reflect on those activities that are the best part of their day and those parts where things could have been better.

Some clients will also want to use the calendar to help organize chores and get into routines such as noting what day garbage has to be taken out, a good day to do laundry, etc. If they choose to do so, these types of activities are best placed in the “Appointments” section.

To use the tool:

1. Suggest and promote the tool and its benefits to the client;
2. Explain how the tool works;
3. Write the days of the week across the top. The column on the far left should either be the day that you are completing the tool or the first day after the use of the tool;
4. Use open-ended questions related to activity suggestions for the client to consider. Activities should include those things that would provide the client fulfillment physically, intellectually, spiritually, socially, emotionally and/or recreationally. You may want to use prompts like “What is a physical exercise or sport you’d like to do this week and when do you want to do it?”
5. Know when some specific events are occurring in the community that you can offer as suggestions for them to respond to such as “There is a fall fair on Saturday that is free and has a band coming on at 6pm. What do you think about that?” or “On Tuesday mornings there is coffee club at the Kinsmen Recreation Centre where seniors meet up. How do you feel about doing that and meeting up with some other seniors in your neighbourhood?” or “The Running Room has free group runs on Wednesday evenings and Sunday mornings. What do you say to strapping on your running shoes and trying one or both of those runs next week?”;
6. Try to encourage the client to come up with at least one activity each morning, afternoon and evening;
7. De-brief the tool with the client, preferably on the afternoon of the 7th day it is used;
8. Use the “Other Notes and Reminders” for work related to these activities (not for case notes).

Some helpful hints:

- Take your time.
- Write out the answers for your client the first few times.
- Helping clients to get out of their apartment and reduce social isolation is one of the goals, but is not a requirement.
- If it works, provide them blank sheets to do it by themselves in the future.



A Week of Meaningful Things to Do

Client Name: _____ Date: _____

<i>Days of the Week</i>							
<i>Morning</i>	<u>Appointments:</u> <u>Other things I plan to do:</u>	<u>Appointments:</u> <u>Other things I plan to do:</u>	<u>Appointments:</u> <u>Other things I plan to do:</u>	<u>Appointments:</u> <u>Other things I plan to do:</u>	<u>Appointments:</u> <u>Other things I plan to do:</u>	<u>Appointments:</u> <u>Other things I plan to do:</u>	<u>Appointments:</u> <u>Other things I plan to do:</u>
<i>Afternoon</i>	<u>Appointments:</u> <u>Other things I plan to do:</u>	<u>Appointments:</u> <u>Other things I plan to do:</u>	<u>Appointments:</u> <u>Other things I plan to do:</u>	<u>Appointments:</u> <u>Other things I plan to do:</u>	<u>Appointments:</u> <u>Other things I plan to do:</u>	<u>Appointments:</u> <u>Other things I plan to do:</u>	<u>Appointments:</u> <u>Other things I plan to do:</u>
<i>Evening</i>	<u>Things I plan to do:</u>	<u>Things I plan to do:</u>	<u>Things I plan to do:</u>	<u>Things I plan to do:</u>	<u>Things I plan to do:</u>	<u>Things I plan to do:</u>	<u>Things I plan to do:</u>
<i>What was the best thing about the day?</i>							
<i>What could have been better about the day?</i>							



Other Notes and Reminders for the Week Ahead:

Client Signature: _____

Intensive Case Manager Signature: _____