



How to Navigate my Workplace as a Working Family Caregiver



Today's program

How to Navigate my Workplace as a Working Family Caregiver

A whopping 44% of working family caregivers don't tell their supervisors about their caregiving responsibilities. That doesn't need to be you!

Join AARP to talk about how to navigate your work and your relationships with your managers, peers, and loved ones so you can thrive in your career while balancing caregiving responsibilities.

There's no one-size-fits-all plan, so you'll leave with your own "experiments" to help you manage both the risks and opportunities of being a working family caregiver.



Agenda



1

Why is this important for working family caregivers?

2

The “stepping stones” approach

3

FAQs from working family caregivers

4

Open Q & A

5

Resources and events



We are AARP

AARP's mission is to empower people to choose how they live as they age.

This is why AARP Family Caregiving supports all those who provide care for their loved ones, from Gen Z to Boomers.

Most caregivers work, so AARP engages employers to better understand and support working family caregivers. Find our free tools at www.aarp.org/caregiving and www.aarp.org/employercaregiving

Hi!

Heather Ainsworth
Advisor to AARP
CEO, Workable Concept

I advise employers on affordable, inclusive strategies to create workplaces that support all employees who have caregiving responsibilities. I also provide employer sponsored career coaching for working parents, family caregivers, and the Sandwich Generation. Find me at www.workableconcept.com



Your turn: Introduce yourself!




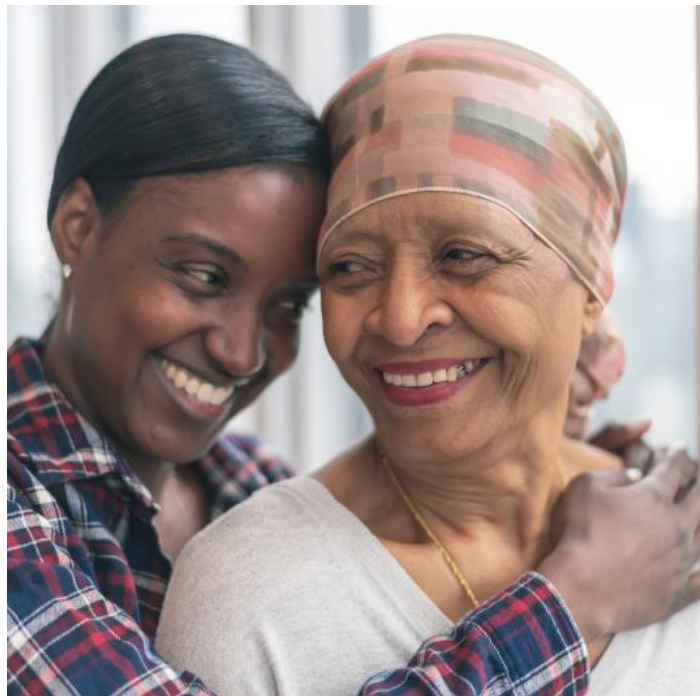
My name is _____.

This year I may provide care for _____.

Today I want to learn about _____.

Drop this answer
in chat





We're all in it.

“There are only four kinds of [employees] in the world: Those who have been caregivers. Those who are currently caregivers. Those who will be caregivers, and those who will need a caregiver.”

Rosalyn Carter
Former First Lady of the United States



Even at work

Today, 73% of U.S. workers are caring for an adult, a child or both. Only half of them tell their supervisor. Two-thirds expect to have trouble juggling work and caregiving this year.

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A plan

A caregiving plan can prevent caregiver burnout.

A career plan enables you to strategically say ‘yes’ or ‘no’ to opportunities and expectations.



+ a leap of faith

“Most [plans and] processes leave out the stuff no one wants to talk about— magic, intuition and leaps of faith.”

Michael Bierut, Pentagram

Why this matters for employers: Reflect



What do you wish your boss knew about the stress of navigating your workplace as a family caregiver?

Drop this answer
in chat

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Stepping stones

1. Define my success
2. Navigate my manager
3. Navigate my work team
4. Navigate my home team



Defining my
success

For many working family caregivers

What is likely?

Assume career goals need to change to be a caregiver



Don't set a personal goal for caregiving and/or boundaries



Self-judge if goals seem like a low bar. "Don't quit. Don't stop talking to my sibling/parent/etc."



How can we shift it?

Identify ONE main career goal for this quarter, next quarter, this year

"When I look back, I'll be happy and proud if I _____"

Give yourself grace. Set low bar goals with timelines of this week.

Defining my success: Reflect



What is one professional goal for 2022 that you are excited to achieve?

Drop this answer in chat

Design your experiment

A

Take a 10-minute break today to listen to [this article](#), then jot out one professional goal and three steps you need to take to achieve it.

B

Call a close confidante and ask them to help you define your own caregiving goal for this year.

C

Juggling a dual career family while caregiving? Suggest a shared read of *How Dual Career Couples Make it Work* ([article](#) or [full book](#))



Navigating my manager



For many working family caregivers

What is likely?

Unsure if it's "safe" to be open with your manager



How can we shift it?

Watch for indicators. Start by using all official policies and support first.

Managers try to be "supportive" by not assigning big projects or travel



Have direct conversation with them each quarter. Ask for specific projects.

Perception that managers are more supportive of parents than caregivers




Ask for similar accommodations. Bring up only if needed "this seems to work well for <name>."

Navigating my Manager: Reflect



What is one conversation with your manager you are avoiding?

Drop this answer
in chat



Design your experiment

A

Talk with a colleague, a mentor, an HR resource or a trusted friend to “peel the onion” of the conversation you are avoiding. Test just the first layer to start.


B

Map your benefits to list everything that can support you. Make a plan to use them all. Tell “how,” don’t ask “if,” your manager when needed.

C

For a week, pay attention the language you- and your manager- use to talk about your care responsibilities.



A woman with long dark hair, wearing a grey cardigan, is sitting at a desk and smiling. She is looking at two computer monitors displaying a video conference. The monitors show a grid of participants, mostly women, in various office settings. A webcam is mounted on top of the left monitor. The background is a blurred office environment with a window and some papers on a wall. A red decorative bar is at the top left of the image.

Navigating my work team

For many working family caregivers

What is likely?

A mix of team members who are quietly or vocally supportive, and a few who are focused on “fairness”



There are likely others on your team who are about to be/are also caregivers



Peers' lack of inquiry about an ill family member can be respect for privacy rather than lack of concern.



How can we shift it?

Have an individualized approach. Look for ways to be the “back up” for the wary teammate when possible and to value their own non-care needs for flexible work, hybrid schedule, etc.

Normalize the conversation by inquiring after not just “kids,” but “families” in office small talk. Signal safety to others.


If your team knows, tell them if it's helpful/stressful to talk about it at work. Some need work to be a place where they can be “themselves” instead of “mom’s caregiver.”

Navigating my Work Team: Reflect



What is one aspect of working with you that your team really values?

Drop this answer
in chat



Design your experiment

A

Take 10 minutes to make a private jot of team members who regularly use the same policies and flexibility you need. Note their gender and if they are a parent, caregiver, or have other non-work commitments. Scan for patterns. Have 1:1 conversations.

B

Jot each team member's name + the key professional result they need to show this year. Then jot 3 things you do to support that, and 3 that you do that aren't as close to that goal. Here's where you can cut back to refocus time.

C

If comfortable, share resources with the full team "in case" they need them. Position yourself as a safe zone for others, but also outside the "I need" zone.





Navigating my home team

For many working family caregivers

What is likely?

Have “fallen” into an assumed role without boundaries or personal goal context

Striving to provide the type of care the care recipient wants, rather than what they can afford or with a paid caregiver

Stress of being the “point person” doing all emotional labor and managing the care team



How can we shift it?

Talk with your care recipient and the broader care team. AARP’s *Prepare to Care* can help.

Holding your professional goal in mind, talk about adjusting care plan to honor your own financial and professional goals, too.


Look to technology, scheduled calendars and defined “owners” for different types of support of care recipient

Navigating my home team: Reflect



What is one change in your care-focused life that would support your one professional goal this year?

Drop this answer
in chat



Design your experiment

A

(Re)start a conversation with your care recipient about your one professional goal for this year, in the context of Prepare to Care planning.

B

Read this AARP article to explore using technology to spread caregiving “ownership” across a team.

C

Use AARP’s Community Resource Finder to broaden your care team





Stepping stones

1. Define my success
2. Navigate my manager
3. Navigate my work team
4. Navigate my home team

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Navigating home

How do I get
my home team
to support my
work goal?



Navigating work

How do I know
it's safe to talk
about this?



Balancing short and long term

What if I want
to/ feel I have
to cut back at
work?

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What's on your mind?

**Ask in the chat.
Also add your
own answers
in chat!**

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Resources from today

Prepare to Care Workbook

www.aarp.org/caremoneyguide

Make caregiving more manageable. Use this to prepare to care– or to ease your current caregiving. Available in Military/Veteran, Chinese language and Spanish language versions

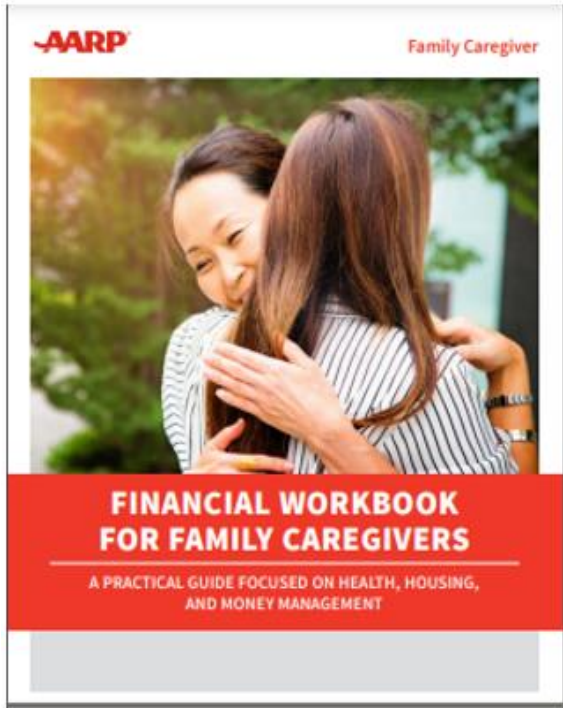


Resources from today

Financial Workbook for Caregivers

www.aarp.org/caremoneyguide

For financial and legal planning and documents. Downloadable workbook has fillable forms and budgets to use, save and share



Request Your AARP Caregiving Kit



The AARP Family Caregiving Kit contains printed versions of resources for those caring for a family member, close friend, or loved one. Many older care recipients prefer to use printed versions of our online resources to guide conversations and projects.

Includes:

- Prepare to Care Guidebook
- Financial Workbook for Family Caregivers
- Information on using Ridesharing Apps
- Fraud Watch Guides
- And more!

To order your Caregiver Kit, email jmontrose@aarp.org





Keep in Touch with Us

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628.232.1857

www.workableconcept.com

www.aarp.org/caregiving

www.aarp.org/employercaregiving



Thank You
for Joining Us!

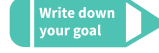
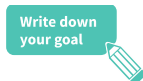
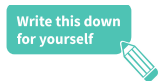
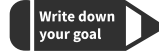
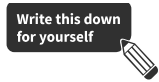


Cut

Icons and Text Bubbles 2

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TWO OPTIONS

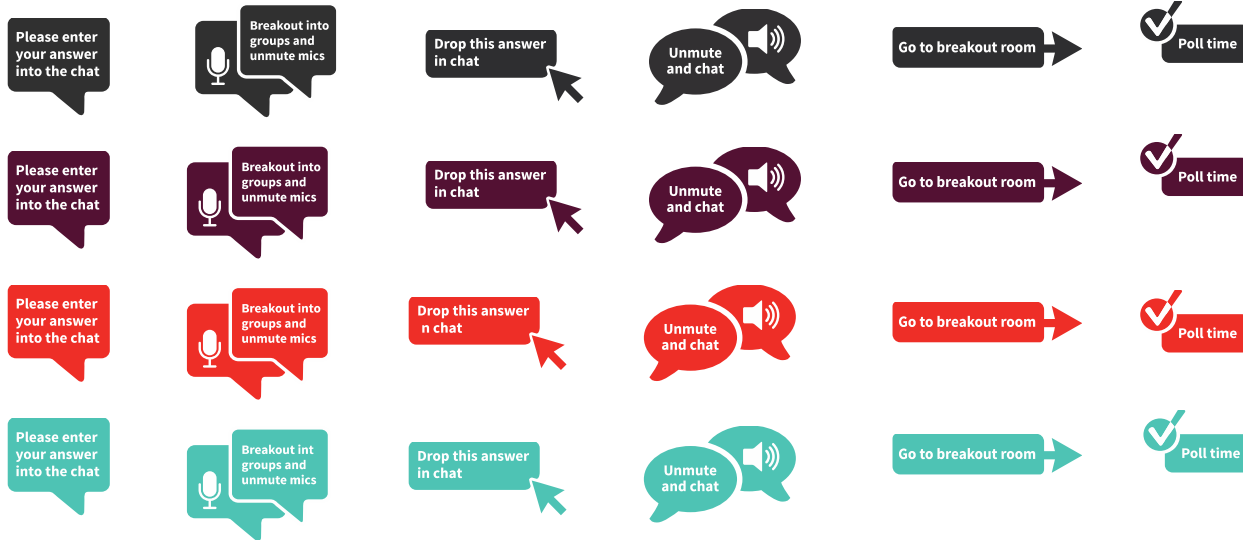


3 'TO DO' OPTIONS



Icons and Text Bubbles 1

These can all be made larger or smaller, depending on the need. I am showing each in several colors, so you can use what looks best on the page.



Future programs at [employer name]



Event Name

Short description here
Link here for more info

Event Name

Short description here
Link here for more info

Event Name

Short description here
Link here for more info

Event Name

Short description here
Link here for more info

Event Name

Short description here
Link here for more info

Event Name

Short description here
Link here for more info

Visit (xxx) for more information



Event Name

Short description here
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Event Name

Short description here
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Resources we used today

HomeFit Guide

www.aarp.org.homefit

Smart ways to make a home safe and comfortable for older adults. Downloadable workbook available in English, Spanish, Chinese, Korean and Vietnamese.



Resources from today

Create a Respite Care Plan

<https://www.aarp.org/caregiving/life-balance/info-2017/respite-care-plan.html?intcmp=AE-CAR-CLB-R4-C3>

Exhaustion, both physical and mental, can put a caregiver in the danger zone. Use these tips to create a respite plan so you can avoid caregiver burnout.



MONEY

Your Monthly Budget



Use this page to make a monthly budget for yourself to track your approximate monthly income versus expenses. Creating a budget will help you see where you've paid and where you've overspent.

INCOME

JOB/EMPLOYMENT

OTHER

EXPENSES

MORTGAGE/RENT

CAR PAYMENT

SCHOOL/COLLEGE/CHILD

EDUCATION LOANS

COLLEGE SAVINGS/529

RETIREMENT SAVINGS

HEALTH INSURANCE

GAS

GROCERIES

ENTERTAINMENT

DISCRETIONARY

MONEY

Your Caregiving Budget



Use this page to track the money you spend on caregiving for your care recipient. This budget is for the money you spend on care insurance or other services. You also know it may not be as predictable and some expenses may be sketch out the associated costs.

ESTIMATE YOUR ANNUAL FOLLOWING EXPENSES

HEALTH INSURANCE PAYMENT

DOCTORS' OFFICE CO-PAYS

PRESCRIPTION CO-PAYS

OTHER MEDICAL/FIRST AID SUPPLIES

GROCERIES

TRANSPORTATION/GAS

HOME REPAIRS

FINANCIAL SUPPORT PROVIDED (E.G., INSURANCE PAYMENT, ETC.)

PERSONAL CONTRIBUTION

MONEY

Your Care Recipient's Monthly Budget

Use this page to make a monthly budget to track your care recipient's approximate monthly income versus expenses. Creating a budget will help you plan for the places you may need to step in to provide support.

INCOME

JOB/EMPLOYMENT

OTHER

EXPENSES

MORTGAGE/RENT

CAR PAYMENT

HEALTH INSURANCE

GAS

GROCERIES

ENTERTAINMENT

DISCRETIONARY

BALANCE

Your budget

- Track each dollar
- Add categories
- Use a method that works for you
- Achieve a zero-based budget
- *Do your caregiving budget last!*

www.aarp.org/homebudgetcalculator



Social support

Caregiving FB Group

<https://www.facebook.com/groups/1353173708169053>



Caregiving Community

www.aarp.org/caregivingcommunity



Caregiving Resource Line

1-877-333-5885 (English)
1-888-971-2013 (Spanish)

Care resource finders

Caregiver Resource Center

www.aarp.org/caregiving
www.aarp.org/cuidar



Community Resource Finder

www.aarp.org/crf



State Resource Guide

www.aarp.org/caregiverresources



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Hot topic resources

HomeFit Guide

[Fix link and QR](#)



Prepare to Care Guide

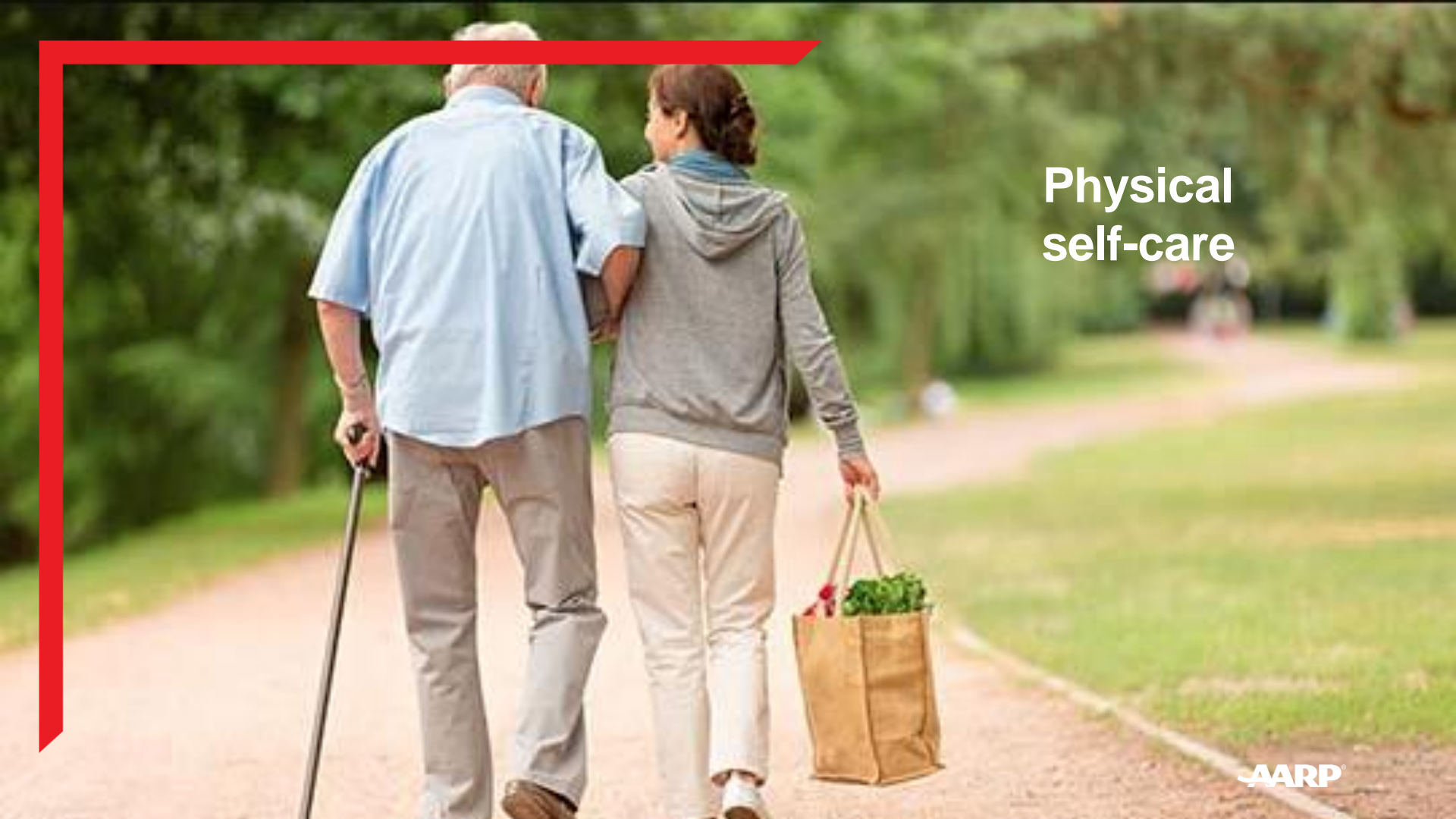
[Fix link and QR](#)



Financial Workbook for Caregivers

[Fix link and QR](#)





Physical self-care



Topic specific FAQ

To be
determined?

Next Steps: Use a new resource



Which resource will you use after today's session?

Write this down
for yourself





Next steps: Start a conversation with someone key to your progress



Who do you need to talk with to make progress on self-care?

Write this down
for yourself



Next steps: Find one piece of the plan to make work work



What is something at/ from work that could help you navigate self-care?

Write this down
for yourself



Next step: Find support and encouragement



Where can you connect with others working towards well-being?

Write this down
for yourself

