Service Notebook

for

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in service to

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Compiled by Joshua Tenpenny

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**Service Notebook**

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**Introduction**

*Raven Kaldera*

Good service is a truly wonderful thing. We say this as a master who appreciates how it feels to receive it, and a slaveboy who appreciates how it makes him feel when it goes well and makes his master happy. We are also of the opinion that two of the mainstays of good service are Attitude and Organization. However, not everyone is perfectly organized all the time — in fact, most people aren’t. That’s why it’s a good thing we’re tool-using monkeys, and we’ve created the tool you’re holding in your hands for just this purpose.

If you’re a willing servant to a wonderful Dominant, this little book will be your friend. If you’re a slave, a submissive, a piece of human property, or someone who is just “in service”, then we created this book with you in mind. This isn’t a household manual, or a relationship rulebook — those are for the Dominant, or Master, or Mistress to create. This is for you to carry with you, in case you forget one of the many important pieces of information that you use to make that wonderful Dominant’s life easier. Most importantly, though, if you’re new to all this and feel like you’re drowning in details, this book was written especially for you. We want to help make your service graceful, organized, and as smooth as possible.

Many Dominant/submissive, Master/servant, Master/slave, and Owner/property couples (and triples, and more) have what they refer to as “butler’s books”. Since not everyone is a butler, nor aspires to be one, we wanted to create something that could be used by anyone with any title or service context. You’ll notice that this is a spiral-bound book; feel free to remove pages if they have no relevance to your particular dominant. In fact, if you’re worried about this book falling into unsympathetic hands who would not appreciate these references to alternative lifestyles, you can even remove these opening pages if need be.

Interspersed throughout the book are inspirational quotes about service. This is because even the best servant sometimes gets a little weary, or frazzled, or even temporarily despairing. Instead of being a reproach every time you open this book, we want it to be a reminder of why you chose this in the first place — how it warms your heart and feeds your soul. This is to help you with that other mainstay of service: having a good attitude about whatever needs to get done. Good attitudes are in short supply when you’re desperately trying to remember too many details, but there’s no need to make it harder for yourself. (We thought about writing “Don’t Panic” on the cover in large, reassuring letters, but that trick has already been taken.)

We strongly suggest that you work through this book with the person that you serve. Not only do they have all the answers anyway (or at least the ones that count), but masters and mistresses may be surprised at all the possibilities that they didn’t think of themselves. It may not have occurred to them that they can ask you to pack for them, or keep track of certain supplies, or track their favorite authors. It may not have occurred to you, either. You’ll also want their input on what to cross out or remove. However, this book is only set up for the preferences of one master or mistress. If you serve more than one, you’ll want a separate book for each of them.

If you have ideas as to how this book can be made even better, please feel free to email us at cauldronfarm@‌hotmail.com and let us know. We want to make life easier for you, the ones you serve, and the new crop of servants who are coming into their own every day.

I will wish you in your future what all men desire — enough work to do, and strength enough to do the work. –Rudyard Kipling.

What This Book Is

This is a tool intended to help you if you are in service to someone, and you want to keep track of various preferences and information, in order to improve your service. The exact nature of your role isn’t important. I’ve tried to make as few assumptions as possible about your role and the relationship you have with “the Boss” — whoever that is in your life. (I did have so make some assumptions of course, otherwise you’d have a blank notebook in your hands.)

I’m Joshua, Raven’s Boy, and in developing this book, I’ve used my own experience of over ten years of live-in service, as well as conversations with dozens of other people in personal service relationships, to come up with eighteen areas that I think many people will find relevant and useful. I’ve tried to keep the headings broad enough to cover a range of possible situations, but specific enough to provide some structure and guidance.

In my life, “the Boss” is my life partner as well as my day job. We live together, work together, and love each other. Our relationship is both professional and intimate, and my service covers nearly every area of life. Some Bosses like to specify every little detail, every time, but my Boss would prefer it if I could magically intuit his every desire and preference, and have it all done before he even notices he wanted it. That isn’t possible, but it is possible for me to observe his habits and responses, and keep track of enough of those things over time that it *seems* like magical intuition. It isn’t. It is just observation, time, and experience.

Unfortunately, while I am observant, I am also forgetful. It does me no good to notice the Boss likes something a certain way if the next time I can’t remember what that way is. That is where this book comes from. This is the book I should have had ten years ago. It is a book where you can jot down any of those little preferences and observations, as you notice them, so you’ll have them next time.

People in different circumstances will likely find very different uses for this book. If you are brand new to service as well as brand new to your Boss, this book can be a way to develop mindfulness and observation of another person’s preferences. If you are experienced in service but brand new to your Boss, this book can provide a systematic way of adjusting to your new situation. If you and the Boss have been married for decades, you likely have the basics of your household routine well in hand, so this book is most useful in noting the things the Boss isn’t entirely satisfied with, and how they can be improved.

If the Boss is brand new to having someone in service, this book can provide them with ideas about how to utilize your many talents to enrich their life, and how to help you develop your skills to better suit them. If the Boss is well established in a routine and expects you to fit yourself into it, you can likely get a great deal of direct information about the Boss’s preferred methods and fill in much of the book fairly quickly.

**What This Book Is Not**

This is not an “organize your life” book. I am not the FlyLady. It isn’t for writing down your preferred way of doing things, even if the Boss is happy with the way you do those things. You already know *your* way of doing things, your preferences, your priorities. This is a book for reminders of what the Boss wants and how the Boss likes things done.

This book is probably not intended for people who have been in service to (or married to) the Boss for the past thirty years. If you’ve been living with the Boss more than five years, I’d expect at least half of this book to be of little use to you, even if your memory is as bad as mine.

This book is not intended to tell the Boss how to run things, what they ought to have a preference about, or what information they should give you. It is not intended to imply that if the Boss liked something three months ago, you can always assume they want it that way today. The Boss is not obligated to be consistent or predictable.

This book is not a checklist of everything a “good servant” ought to know about their Boss. There is no reward for filling in every box. This book isn’t intended to be filled out all at once, from front to back, while grilling the Boss for detailed information about every aspect of their life.

This book is not for writing everything you already know about the Boss, unless you have trouble remembering those things when you need them, or you are helping someone new to serving the Boss. Any preferences you can easily fill in from memory probably don’t need to be written down. Write what you think will be useful reminders in the future. There is no need to write down personal information for which you have security concerns, especially if you fear you might misplace it somewhere, but it is your choice. What you write down is up to you.

How to Use This Book

To start out, take a quick look through the whole book before you start filling it out — some things could go in more than one section. If something doesn’t quite fit your situation, feel free to cross out that heading and replace it with whatever suits you. I’ve also left many blank sections for you to fill in as you choose.

Rather than clutter up the main part of the book with explanations, the following are suggestions or examples of what you might want to include in each section. This is only a list of suggestions and possibilities, and it is not exhaustive. While I’ve tried to make the suggestions and examples broadly applicable, they are biased toward the way I live and the things I know about. All of these are intended to get you thinking about what is important for *you* to notice and remember about *your* Boss, not for me to tell you what ought to be important. That is between you and your Boss. It is your book. It is your service.

As a general note, throughout the main section of the book, any reference to “me” or “I” refers to you, the person using the book, and “you” refers to the Boss, because you are the one writing this book, not me. The box at the top of each tabbed section can be used for general information or high-priority items.

Sections

**Contact Information:** The Boss’s contact information, perhaps including online account names, personal website; a mission statement or personal motto; local emergency numbers.

**Work**: The Boss’s work hours & lunch break; commute time & preferred route; supervisors name; primary clients; EIN or other tax ID; what you should have ready when the Boss gets home; how to identify yourself to co-workers.

If the Boss works from home, or you assist the Boss directly with work, you might use the next page for more work-related information. Otherwise, leave it blank until you find something you want to put on it.

Home

If you have been in this house for years, you might not have any need for this section. If you are new to the Boss’s house, see what basic information the Boss wants to help you fill in, and then add things as they come up. If you are not new to the house, but are new to doing things the way the Boss likes, focus more on the preferences than the basics.

**General:** Overall policies and preference about the home. Alternately, if you are new here, directions to the Boss’s house and information about the building. What key things can make this the “ideal home” for the Boss.

**Trash Pickup & Recycling:** Pickup day and time; whether it can be left out overnight; alternate weeks for recycling pickup; what can and can’t be recycled here; specific bags or containers; extra charge for too many bags or large items; municipal yard-waste collection, local recycling center.

**Postal Service & Deliveries:** When is mail delivered; nearest post office; newspaper delivery; mail room location and hours; key for mailbox / P.O. box; where can deliveries be left; regularly scheduled deliveries.

**Parking:** Restricted parking hours/days; renewal info for resident parking sticker; code for garage; nearest public parking lot/garage and rate; who not to park in.

**Utilities:** For each, name of company; phone number for billing as well as for customer service, if different, or number for power outage, gas leak, etc.; account number; whose name is on the bill. Renters might include contact information for the landlord/super, building maintenance, security.

**Others in the House:** Any quick information about roommates or family members, such as whose rooms are whose, what areas are off-limits, when the kids visit; alternately, notes about the roles of other people in service to the Boss.

**Where is the...?**  Could include alarm system shut-off (and codes), fire extinguisher, smoke / CO2 alarms, laundry room, sprinkler system, elevator & stairs, firearms, roof/basement access, main office, gas shut-off, well pump, septic tank access, property boundary.

**Appliances:** Any special information about the appliances or their use (laundry covered later); service and warranty information for major appliance; what appliances can’t be used simultaneously without tripping the breaker.

**Heat & Air Conditioning:** What temperature should the thermostat be kept at; when do the air conditioners go in; where are the air conditioners; air filters which need to be changed/cleaned; fireplace & firewood; pellet stove.

**Home Safety:** Security system; possible dangers in the area; emergency plan; storage of flammable/hazardous materials; first aid kit; firearms; what gets locked and what doesn’t.

**Severe Weather:** Snow removal; severe weather shelter; supplies to have on hand; snow cancelations for school; backup generator location & use; evacuation information.

**Things to Remember about the Neighbors**: Names and phone numbers of neighbors; people who might stop by; people who can borrow things; problem neighbors to avoid; friendly/unfriendly dogs; neighborhood association; privacy concerns; what the neighbors know and don’t know about your arrangement with the Boss.

**Things to Remember about the Area:** Interesting things nearby (park, library, shops, lake, pool); municipal offices; possible dangers; local/regional issues; things that are different than where you are from.

**Lawn & Garden:** Location of lawnmower and tools; yard maintenance; lawn service or landscaping; sprinkler system; areas you shouldn’t walk on; leach field which you can’t drive over; local wildlife to be aware of; poisonous plants in the area; any preferences for what people can do in the yard/garden, or preferences about how they are maintained.

**Home Services:** Anyone who comes to the house to provide routine professional services. Child care, house cleaning, lawn care, dog-walker, house-sitter, diaper service, carpet cleaning, newspaper delivery, pool/spa maintenance.

**Home Maintenance**: Known issues (leaks, stuck windows, water pressure); note when major repairs happen for future reference.

**Contacts:** Could include septic system service, HVAC repair, contractor.

**Repairs I can do / Repairs I can learn:** Make sure the Boss knows what skills you have and what you have the potential to develop.

My Tasks

Habits, policies or preferences the Boss has about assigning tasks, delegating tasks, when to get clarification, assessing performance, what to do when you can’t complete an assigned task, and time management priorities. Alternately, things delegated for you to manage with limited supervision. or responsibilities that are not directly part of your service to the Boss, but are relevant to your service in some way.

Again, only write down what is useful for you to write down to get a reminder. Also note there is a housework section later.

**Daily Tasks:** Not your tasks for today specifically, but your general daily routine tasks assigned by the Boss. Alternately, if you assist the Boss or coordinate tasks, you could also the Boss’s usual daily tasks. If you have no usual daily routine, or nothing useful to say about it, feel free to skip this.

**Morning / Evening Routine:** For you or the Boss, or both.

**Weekly / Monthly / Seasonal Tasks:** If you have a routine of such things. Could be a full list of tasks, brief reminders about tasks you may forget, or preferences the Boss has as to how they are done.

**If I run out of things to do:** When you finish assigned tasks early, or can’t do an assigned task for some reason, it is good to have ideas about some virtuous occupation you can apply yourself to. (If nothing else, it removes the temptation to say, “Oh, I can’t find the thing I need, so I’ll just watch television for the rest of the afternoon.”)

Housework

Not everyone in service does housework, but many of us do, so I’ve included a fairly detailed section for notes, preferences, and reminders.

**The Essentials:** A list of what needs to be done for the Boss to consider the house “clean”. Alternately, the minimum acceptable standard for housekeeping. Alternately, a list of essential cleaning supplies.

**Don’t!** Things not to touch; Products not to use; anal-retentive cleaning routines you aren’t supposed to be wasting your time on.

**Putting Things Away:** General preferences, priorities and reminders for putting things away. Alternately, a list of areas which tend to collect things, to routinely tidy up.

**A Place for Everything:** When you find a new home for things that don’t get used often, you might want to make a note of where that home is, so you can answer immediately when the Boss says, “Where did you hide my...?”

**Cleaning Specific Areas:** A comprehensive list of what is involved in each area is helpful if you need it to stay focused, to keep you from missing things, or to help you delegate tasks. Otherwise, this section is better used as a place for assorted notes, reminders, ideas, preferences, and priorities for each area of cleaning.

There is extra space for other areas or the house, for specific types of cleaning, for reorganizing, for seasonal housecleaning notes, or for other household activities like food preparation, childcare, and errands.

Food

Even if you don’t cook, the Boss does eat. Most people have more habits and preferences about food than they are inclined to explain or even think about in detail, so this an area where you can often learn more from observation than direct questions. Still, you might check in occasionally so you don’t mistake a one-time whim for a life-long preference.

If you do a great deal of cooking, plan elaborate meals, or if you are new to cooking, a separate binder or notebook may be useful for specific information about meal preparation.

**Dietary Restrictions**:Food allergies; foods they just hate; foods they avoid for health reasons; cultural or religious food restrictions.

**Everyday Meals / Special Occasions:** Often a person’s “favorite” foods aren’t what they actually choose to eat on a regular basis, generally because they are expensive, impractical to prepare, or not on their diet.

**How do you like your:**  Most people routinely get certain foods done a certain way, like coffee black with two sugars, salad with ranch dressing on the side, diet coke with ice, etc. Note preferences, but also exceptions.

**Meal Times:** When does the Boss prefer meals? When do they generally have them? What is “too late” for dinner or “too early” for breakfast. Does a big lunch mean a late dinner? And so on. Don’t quiz the Boss on this, just observe.

**Alcohol Preferences:** Specific brands or general preferences; for special occasions or every day; preferences on how certain drinks are made; what the Boss drinks instead of alcohol.

**Other Preferences**: For instance... orders a lot and brings half of it home; likes a table near the window; no plastic forks; eats in front of the TV unless we have guests; prefers chairs to booths; hates being near rowdy kids; likes to use the nice dishes for no reason.

**Preferences when Eating at Home / Eating Out:** What does the Boss usually have at each meal? What do they especially enjoy?

**Preferred Restaurants / Take-Out**: You can also include the hours, the location, what the Boss usually orders.(Places the Boss primarily goes to hang out, where the food is incidental, can alternately be listed as “Places You Go” in the Hobbies & Interests section.)

If you rarely prepare food in the Boss’s kitchen, you may want to use the last page to note where common items are kept. Alternately, lists of seasonally available foods; regional specialties; notes about unfamiliar foods; list of extensive dietary restrictions. (Grocery shopping is covered in the next section.)

Shopping

How does the Boss handle shopping? Is this ideally how they would prefer it done, or would the Boss prefer you do it differently? If you shop with the Boss, what role do you take in that?

**Priorities:** Does the Boss want the absolute lowest price? A good deal on a quality item? Anything that gets you in and out of the store in ten minutes? Where should you cut the budget, and on what could you spend more? Should you always be sure to bring the reusable grocery bags, and go back and get them when you remember in the checkout line?

**Substitutions:** If you can’t find the exact right thing, what do you do? Pick something similar? Look at a different store? Call home? Return without it? You can make a note of what the boss generally prefers, but also of the exceptions.

**Never buy:** Brands the Boss hates; stores the Boss refuses to shop in; products that were a complete failure.

**Gift Suggestions:** Ideas for when people ask you what they should buy for the Boss. Alternately, if the Boss frequently buys impersonal gifts for clients or other business relationships, you can use Gift Suggestions for information about what items to buy in these circumstances.

**Gifts to Others:** Reminders of who the Boss needs to buy things for and when, suggestions on what to buy them, or both.

**Preferred Stores**: You may want to include the store hours, addresses, sales, discount cards, or any other notable information.

**Items to Buy:** Lists of items to keep in stock on a regular basis. You might use the list on one side for items that should always be on hand, and the other for items it is fine to run out of and pick up on the next shopping trip.

Alternately, or in addition, list what specific item to get when the Boss asks you to get something without specifying exactly what size/type/brand.

The blanks can be used for similar lists for other types of items, detailed information about specific stores, information about preferred online retailers, or more brand preferences.

**Clothing:** Even if you don’t routinely buy clothing for the Boss, clothing sizes can be useful to have on hand for the occasional gift. Alternately, the clothing preference sections can be used for any preferences the Boss has for what you wear. (The About Me section is also a place for that.)

**Equipment Inventory:** A list for the brand and model of any items that need routine replacement, have disposable components, use special batteries, or have accessories which must be compatible with the specific model, such as cell phones, printers, cameras, and various electronics, as well as air filters, blood sugar monitors, hearing aids, light fixtures with odd little bulbs, and similar items. Alternately, the specs of various pieces of computer equipment, or some other type of small inventory which you handle.

The blank page can be used for more detailed preferences or other notes. Alternately, or in addition, record preferred brands and types of items that didn’t make it onto the Items to Buy lists, or an inventory of a collection the Boss has, or a running inventory of some other types of items you track.

People

For recording details about anyone else whose preferences you need to remember, whether that is the Boss’s clients, lovers, houseguests, family members, etc. (A longer contact list is at the end of the book.) What you put here will depend on who it is and why you need to remember their preferences. Some examples are: job title, names of spouse and kids, dietary restrictions, religious/cultural concerns, M/s relationships, supervisor’s name, type of car and license plate, home or office address, job site information, favorite products, times they are generally available or unavailable. Interests could be activities they do with the Boss, or topics for conversation. Preferences could refer to the person’s own preferences or what the Boss prefers with regard to them. The bottom box can be used for any particularly essential detail you need to remember about them. (Entertaining guests is covered later.)

Hobbies & Interests

What does the Boss like to do? What topics are of particular interest? How should you be involved in those things? If this is all either information you can easily remember, or information that has absolutely nothing to do with your service, don’t fill it out.

**Events to watch for:** To make note of events of interest to the Boss that happen only periodically, and that you or he might not otherwise notice. For instance, concerts with favorite bands, a new book by a favorite author, an exhibit at a museum, professional conferences, or anything like that. One use of this list could be to note the topics of interest, and periodically look online or check various venues to see if anything relevant to any of those interests is coming up. Alternately, note types of current events the Boss wants information about or likes to discuss.

**Wish List:** Things the Boss would love to do or see. Visit Paris, go skydiving, sail a tall ship, meet a favorite celebrity. Like the Events to Watch For, this is something you might give an occasional thought to, in order to see if anything relevant is available. Even if the actual wish is unlikely, something in the general direction of the wish might come up. Alternately, goals the Boss has with regard to a hobby or interest.

**“What do you want to do tonight? / this weekend?” Suggestions:** If neither of you are ever short on ideas for this, great, but if you tend to blank out when asked to suggest an activity, it can be useful to have a list to refresh your memory. Alternately, ideas about how you might amuse yourself while the Boss is away, or the Boss’s policies and preferences about you taking time off, or what you do on your off hours.

**Places you go**: You could include hours, entrance fee, addresses, specialties, favorite activities, or any other notable information.

**Entertainment:** General categories or specific things, depending on what is useful to you. The more similar your tastes are, the less need there is for writing any of this down. However, if there are things which you need a reminder of, or things where you want to be sure to remember the full list you can put them down here, with more information about the relevant ones on the next page.

**Topics you like / don’t like to talk about**: This is primarily relevant if you and the Boss have significantly different answers. If you haven’t been in service to the Boss for very long, it is good observation practice to notice what topics the Boss seems to enjoy discussing. Topics the Boss doesn’t like could include things that they just find tedious, but also topics that they are emotionally sensitive about and don’t want brought up.

**Topics I could learn more about:** If you and the Boss don’t share many interests, or if the Boss is particularly keen on talking to you about things you know too little about to follow, it can be beneficial to cultivate a bit of interest in the topic and find out more about it. You might suggest this to the Boss, or depending on your role, decide to pursue it independently. You can use the next page for key information about the topic, or for other information about areas of interest.

Entertaining

**Usual invitations:** To remind yourself who usually gets invited, so you don’t omit anyone accidentally. Alternately, or in addition, contact information for these people, or venues to advertise or announce public events.

**Preparations**: can include event planning information, or if the Boss does the planning, whatever little things you need to do or remember when the Boss is entertaining.

**Things to Provide for Guests:** Can include items set out for the use of guests, things you need to set up for guests, or services you routinely offer to guests.

Travel

**Travel Preferences:** Any quick bits of information to keep in mind, with room for more information on the next page.

**When I am home alone / travelling alone:** Practical details, like how often to contact the Boss, or emotional encouragement if this is hard for you.

**Packing List for:** Lists for a specific person’s things, things for a specific type of trip, categories of items to pack, or a combination.

**Notes on Places we’ve been:** If you plan to go back or if you want to recommend someplace to other people, whether that is general destinations or specific hotels and attractions. For instance: favorite places, advice for next time, favorite foods, costs, problems, duration of stay, people you met, things you bought.

Vehicles

**Routine Maintenance:** How frequently various service should be done, according to the Boss.

**Vehicle Contacts:** Could include phone number, address, hours, or anything else relevant, for the car dealership, tire store, auto parts, towing, service center, or DMV/RMV/RTA (whatever they locally call the place that licenses drivers and registers or inspects vehicles).

**Driving Rules:** Either specific to the Boss, or local laws you need reminders of (seasonal parking bans, no cell phones). How often to refuel, speeding, who/what can be in the car, GPS information, locking the doors.

**Vehicle Information:** Could include where you got the car, warranty, lease information, how to work the sound system, where the registration is kept, spare key. Known issues could include things presently wrong with the car (passenger door lock broken, a/c doesn’t work) that aren’t likely to be repaired immediately. Mostly useful for a car you don’t drive often, or a car you often lend to others. Alternately, if you work on the car (or get sent to buy parts) you might include engine size, custom parts, and a variety of other information.

Medical Information

Most of this section is unnecessary if the Boss is in generally good health and you are not providing any health-related service. However, it can still be helpful to have a detailed medical history if you tend to fill out paperwork for the Boss.

**In Case of Emergency:** Person to notify if the Boss has had a medical emergency, especially legal next of kin if that is not you. Phone can either be for that person or local emergency numbers. It is good to include exactly the medical information it is essential for you to relay to emergency personnel, because it is easy to forget in an emergency.

Also, note if the Boss has a legally designated Health Care Proxy, medical/legal power of attorney, advance health care directive (“living will”) or some other legally-binding document about how medical issues should be decided if the Boss is incapacitated. Note who it is (if it isn’t you) and where the paperwork is on file.

If you live in an area where these are legally recognized and fairly easy to obtain (like most of the US), and the two of you aren’t legally married, you might look into this. Especially if the Boss doesn’t have any adult children or parents living nearby, or doesn’t have a great relationship with them.

***I am not a lawyer, but...*** *If you are or intend to be managing any aspect of health care for the Boss, and you are in the US, it is very simple for anyone to grant another person access to their medical records by signing a HIPA form, but without this form doctors and hospitals are not legally allowed to give anyone (including a spouse) any information. Some offices have gotten very strict about this, and often they will say, “I cannot legally give you that information!” without bothering to add, “…unless you both sign a piece of paper I have readily available in a filing cabinet two feet away.”*

**Doctor says you should/shouldn’t:** That doesn’t mean the Boss intends to listen to the doctor, but if it is relevant you might note what the Boss has been advised to do.

**Allergies:** Any life-threatening allergies or allergies to medications or latex, unless you are certain to remember exactly what they are. If the Boss carries an epi-pen or rescue inhaler, you might note where a spare is kept or what type the Boss uses. Anything you are supposed to keep away from the Boss (like cats, mildew, cigarette smoke). Mild food sensitivities may be more useful if listed as Dietary Restrictions in the Food section, but anything life-threatening should also be included here.

**Prescribed Medications:** If the Boss has more than one or two prescription medications, you might want a detailed list. In case it is not clear: “Strength” means how much medicine is in each pill (like 10mg) and “Dose” means how many the Boss takes and how often (like 2 pills every morning). “For” just means what the pills are for, in case you can’t easily identify that from the names that this one is for high blood pressure and that one is for migraines. The Rx number (if there is one on the bottle) is useful if you routinely reorder the pills by phone. It may not be necessary for you to note what doctor prescribed it, unless you need to call the office yourself to get refills authorized.I also find it valuable to note what the pills look like, in case someone drops one (or the whole pill case).

**Preferred Non Prescription (Over-the-Counter) Medications / Vitamins & Nutritional Supplements:** If the Boss uses few of these, they can easily be included to the Shopping section instead.

**Annual / Routine Appointments**: A log of the Boss’s most recent physical, dental exam, etc.

Children

This section is mostly intended for a situation where the Boss has kids that you only interact with occasionally, either because you don’t live with the Boss, or the kids don’t. You might need a reminder of which kid is which, and whose bedroom is at the end of the hall. Also things like: clothing sizes, favorite TV shows and music, foods they like or hate, curfew times, medical conditions or special needs you should be aware of, and if the Boss has any special rules for them.

Alternatively, you might find these pages more useful for kids in the extended family who you see only occasionally, rather than your own kids.

Pets

Pet chores could be used to list the general daily routine, or just specific details or preferences. For each pet, you might want to include: any safety concerns (for you or the pet); places the pet can go; things not to do with the pet; date of last vaccination; schedule for routine medication; type of pet things to buy; the frequency of any “routine maintenance” like grooming, nail trimming, or cleaning tanks/cages; where the pet’s things are kept.

Recordkeeping & Finances

Depending on how securely you keep this book, you might prefer not to keep track of various account numbers and passwords. For computer accounts for which you need a reminder, it is often sufficient to put a hint rather than the full account name or password.

Your Preferences about me

These are left very open-ended, as service relationships vary widely in what level of authority the Boss has over a person’s personal behavior. Even if this area is relevant to your relationship, I would recommend that you not get too caught up in this section if you are still establishing the basic willingness and ability to modify your behavior to suit another person.

Things to remember about you

This is also very open-ended, for the same reasons. The intent is to keep this section focused on the Boss, how the Boss responds to life in general, how the Boss views different subjects, how the Boss deals with emotional and personal issues. So for instance, you might note in the various “When you are ...” sections how to respond to the Boss in those circumstances, or what they tend to do.

The section starting with “Your Background” is primarily useful if you and the Boss have substantially different family history, cultural backgrounds, or general worldviews, especially if you find it leads to miscommunication or confusion in either direction.

Contact

For any other names, phone numbers, email, or addresses you want to make a note of.

The book ends with a page to make note of some important dates, such as anniversaries and special holidays, and a blank list you can use for phone numbers or any other purpose.

The worthwhile problems are the ones you can really solve or help solve, the ones you can really contribute something to. ... No problem is too small or too trivial if we can really do something about it.

–Richard Feynman, physicist.

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| Contact Information | |
| Full Name |  |
| Address |  |
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The best way to find yourself is to lose yourself in the service of others. –Mahatma Gandhi.

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| Work | |
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| Information about the House |
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| Trash Pickup & Recycling |
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| Postal Service & Deliveries |
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| Parking |
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| Utilities | |
| Electric | name |
|  | billing acct # |
|  | service |
| Gas/oil | name |
|  | billing acct # |
|  | service |
| Water | name |
|  | billing acct # |
|  | service |
| Phone | name |
|  | billing acct # |
|  | service |
| Wireless | name |
|  | billing acct # |
|  | service |
| Internet | name |
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| Trash | name |
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| Others in the House |
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It is amazing what can be accomplished when nobody cares about who gets the credit. –Robert Yates, politician.

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| Where is the...? | |
| Thermostat |  |
| Spare Keys |  |
| Circuit Breaker |  |
| Furnace |  |
| Water Main |  |
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| Heat & Air Conditioning |
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| Home Safety |
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| Severe Weather |
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| Things to Remember about the Neighbors |
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| Lawn & Garden |
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| Home Maintenance |
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| Home Maintenance Contacts | |
| Plumber | name |
|  | phone |
|  | info |
| Electrician | name |
|  | phone |
|  | info |
| Handyman | name |
|  | phone |
|  | info |
|  | name |
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| Repairs I can do |
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| Repairs I can learn |
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The greatest mistake you can make in life is to be continually fearing you will make one. –Elbert Hubbard, anarchist.

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| Daily Tasks | |
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We are what we repeatedly do. Excellence, then, is not an act, but a habit. –Aristotle.

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| Morning Routine | |
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| Evening Routine | |
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| Monthly Tasks | |
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| Seasonal Tasks | |
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| If I run out of things to do... | |
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| The Essentials | |
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| Don’t! |
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Work is the grand cure of all the maladies and miseries that ever beset mankind — honest work, which you intend getting done. –Thomas Carlyle, essayist.

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| Putting Things Away |
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| A Place for Everything | |
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Space and light and order. Those are the things that men need just as much as they need bread or a place to sleep. –Le Corbusier, architect.

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| Kitchen Cleaning | |
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| Cleaning the Refrigerator & Pantry |
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| Washing the Dishes |
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| Washing the Laundry |
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| Putting Clothes Away | |
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| Cleaning the Bedroom |
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| Bedding, Towels, & Other Linens | |
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| Cleaning the Bathroom |
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| Floors |
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| Yard & Garden |
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| Exterior of the House |
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| Food | |
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| Dietary Restrictions | |
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| Preferred Everyday Meals | |
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| For Special Occasions | |
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| Doesn’t Like | |
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Discipline is remembering what you want. –David Campbell, author.

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| How do you like your… | |
| Tea or |  |
| Coffee |  |
| Sandwiches |  |
|  |  |
| Meat |  |
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| Eggs |  |
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| Salad |  |
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| Spicy Food |  |
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| Cold drinks |  |
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| Meal Times | |
| Breakfast |  |
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| Lunch |  |
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| Dinner |  |
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| Alcohol Preferences | |
| Beer |  |
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| Wine |  |
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| Cocktails |  |
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| Spirits |  |
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| Other |  |
| drinks | ` |
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| Other Preferences | |
| Portions |  |
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| Location |  |
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| Dishes |  |
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| Setting |  |
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| Preferences when Eating at Home | |
| Drinks |  |
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| Breakfast |  |
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| Lunch |  |
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| Dinner |  |
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| Desserts |  |
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| Snacks |  |
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| Preferences when Eating Out | |
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We make a living by what we do, but we make a life by what we give. –Winston Churchill.

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Never pay more for an acquisition than you have to.

–Rule #3, The Ferengi Rules of Acquisition.

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There are two ways of spreading light: To be the candle or to be the mirror that reflects it. –Edith Wharton, novelist.

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| “What do you want to do tonight?” Suggestions | |
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# *I slept and dreamt that life was joy. I awoke and saw that life was service. I acted and behold, service was joy. –R. Tagore, poet.*

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That’s what I consider true generosity. You give your all, and yet you always feel as if it costs you nothing. –Simone De Beauvoir.

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| Preferred Activities | |
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| Skills to Improve | |
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Remember. The way you make love is the way God will be with you. –Rumi

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| Possible Activities to Explore | |
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| Techniques that worked very well | |
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| Techniques that didn’t work | |
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| Scenes usually go well when... | |
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| Scenes usually don’t go well when... | |
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| Local Clubs & Groups | |
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| Special Events | |
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| Packing List for Toy Bag | |
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| Equipment Inventory | |
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| Entertaining | |
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| Usual Invitations | |
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| Preparations for having guests stay over | |
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| Things to provide for guests staying overnight | |
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| Nearby Hotels, Transportation, and other Amenities | |
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| Preparations for hosting a casual gathering | |
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| Preparations for hosting a party or event | |
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| Preparations for ... | |
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| Preparations for ... | |
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| Things that have gone over very well... | |
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| Things that haven’t gone over well... | |
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| Disasters to avoid | |
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| Travel | |
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| Travel Preferences for... | |
| Car Trips |  |
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| Flying |  |
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| Hotels |  |
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| Luggage |  |
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| Sightseeing |  |
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| Planning |  |
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| Before Leaving... | |
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| While Travelling... | |
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| After returning... | |
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| When I am home alone... |
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| When I am travelling alone... |
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| Packing List for... | |
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| Notes on Places we’ve been | |
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| Notes on Places we’ve been | |
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| Notes on Places we’ve been | |
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| Notes on Places we’ve been | |
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| Never again... |
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| Disasters to Avoid... |
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| Vehicles | |
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| Vehicle Contacts | |
| Insurance |  |
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| Repair |  |
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| Roadside |  |
| Assistance |  |
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There is a great satisfaction in building good tools for other people to use. –Freeman Dyson, physicist.

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| Routine Maintenance | |
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| Driving Rules | |
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| **Vehicle** | make model year |
|  | plate |
|  |  |
| Insurance |  |
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| Known |  |
| Issues |  |
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| **Vehicle** | make model year |
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| Insurance |  |
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| **Vehicle** | make model year |
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| Insurance |  |
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| **Vehicle** | make model year |
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| Auto Maintenance Log | | | | |
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| Medical Information | |
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| In Case of Medical Emergency | |
| Notify | relationship |
| Phone |  |
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| Emergency |  |
| Medical |  |
| Information |  |
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| Health Care |  |
| Proxy/POA |  |

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| **Health** | company |
| **Insurance** | phone fax |
|  | address |
|  | policy # |
|  |  |
|  | company |
|  | phone fax |
|  | address |
|  | policy # |
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| Medical Contacts | |
| Primary |  |
| Care | phone fax |
|  | address |
| Dental |  |
|  | phone fax |
|  | address |
| Eye Care |  |
|  | phone fax |
|  | address |
| Specialists |  |
|  | phone fax |
|  | address |
|  |  |
|  | phone fax |
|  | address |
| Preferred |  |
| Hospital | phone fax |
|  | address |
| Pharmacy |  |
|  | phone fax |
|  | address |
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|  | phone fax |
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| Doctor says you should... | |
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| Doctor says you shouldn’t... | |
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| Allergies | |
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| Doctor Prescribed Medications |
| name generic strength |
| dose for rx# |
| doctor looks like |
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I am not sure that it is of the first importance that you should be happy. Many an unhappy man has been of deep service to himself and to the world.

–Woodrow Wilson

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| Preferred Non-Prescription Medications |
| name generic strength |
| dose for |
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| Vitamins & Nutritional Supplements |
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| Annual / Routine Appointments | | |
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| Children |
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| Child Contacts | |
| Child Care |  |
|  | phone fax |
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|  | phone fax |
|  | address |
| Schools |  |
|  | phone fax |
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The resistance to the unpleasant situation is the

root of suffering. –Ram Dass

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| **Child** |  |
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| Pet Contacts | |
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| Boarding |  |
|  | phone fax |
|  | address |
| Grooming |  |
|  | phone fax |
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| Pet Chores |
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The complexity of a system is no guarantee of its accuracy. –John Packard Jordan, accountant.

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| Location of Important Records | |
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| Your Preferences about me | |
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| My Role | |
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We are never rendered so ridiculous by qualities which we possess, as by those which we aim at, or affect to have. –French Proverb.

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| Things I can Offer | |
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Humility is not cowardice, Meekness is not weakness. Humility and meekness are indeed spiritual powers. –Swami Sivananda.

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| Decisions which need your approval | |
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| Decisions delegated to me | |
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| Things I must inform you of | |
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| My Interactions with Others | |
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| Acting on Your Behalf | |
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| About You |
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| Priorities |
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| Goals |
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# *The question, “Who ought to be the boss?” is like asking, “Who ought to be the tenor in the quartet?” Obviously, the man who can sing tenor. –Henry Ford.*

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| Little things to remember about you |
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| Your Tools | |
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| How You Relax | |
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| Surprises | |
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| Bathing & Personal Care | |
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| Your Moods & Emotions | |
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| Celebrate Your Success by... | |
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| Commiserate Your Losses By... | |
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If you wish to know what a man is, place him in authority. –Yugoslav proverb.

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| When you are sick... | |
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| When you are upset... | |
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| When you are disappointed with me... | |
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| Cultural Differences |
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| Dates to Remember | |
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The most important thing is to keep the most important thing the most important thing. –Donald P. Coduto, engineer.