01 / RESET THE PLAN

When the Day Changes

Use one clear update instead of several partial messages.

TODAY / DATE

01 **WHAT CHANGED?**

One sentence: what moved, was cancelled, or is new?

02 **WHO OR WHAT IS AFFECTED?**

Only the important effects on plans, travel, meals or routines.

03 **WHO OWNS THE ADJUSTMENT?**

Name the adult or family member responsible for follow-through.

04 **WHAT STAYS THE SAME?**

List familiar anchors and routines that are still in place.

05 **WHAT HAPPENS NEXT?**

One action with an owner and a useful time.

Give each person only the details they need. Keep sensitive information private.

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Two Ready-to-Use Examples

Use these examples as patterns, then fill in the blank cards below.

PRACTICE MOVED

Changed: Soccer is Thursday at 5:30, not Wednesday.

Still the same: School and evening routines.

Next: Put the uniform by the door tomorrow.

EARLY PICKUP

Changed: School ends at 12:30 on Friday.

Still the same: Morning departure and dinner.

Next: Confirm the authorized pickup adult today.

SMALL CARD FOR THE FRIDGE / A CAREGIVER

Changed: _____

Still the same: _____

Next + owner: _____

When plans change, focus on a usable revised day, not a list of mistakes.

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