

This page stays on the desk. Every appointment for the next 8 weeks and every refill goes on this one sheet, so next Monday's appointment is already in front of you before you flip the planner. Page 2 goes to the doctor with you, and the ticket score is on page 2.

THIS PAGE COVERS

_____ to _____
Today's date, then the date 8 weeks out.

MY LOOK-AHEAD DAY

Once a week, look two weeks ahead. Pick a day you're already at the desk, like Sunday night or Friday lunch.

APPOINTMENTS, NEXT 8 WEEKS

Write it here the day it's booked, even when it's weeks away. One line per appointment.

DATE Day and date	TIME	WHAT OR WHO Dentist, Dr. Patel, blood draw, the vet	WHERE / PHONE Address, or the number to call

REFILLS

Check the box once it's ordered. Cross the row out when it arrives.

WHAT IT IS The name, and whose it is	RUNS OUT ON The day you'll run out	ORDER BY See the rule below	ORDERED
			☐
			☐
			☐
			☐
			☐

THE ORDER-BY RULE

Order by = runs out minus 7 days for mail order. Adjust if yours ships slower.
Optum Rx recommends refilling "at least 7-10 days before running out."

This page goes in your bag. A new office asks when you last had something done, and this is where the answer lives. Write down the dates you know, then fill in the gaps at the next visit.

WHOSE DATES THESE ARE

LAST UPDATED

LAST DONE

NOT SURE?

Write ? and move on. It still counts.

WHAT	LAST DONE Month and year is fine	MY DOCTOR SAYS EVERY Ask at the visit and write it in	NEXT DUE Last done plus the gap
CHECKUP		every	
DENTIST		every	
EYE EXAM		every	
SCREENING:		every	
BLOOD WORK		every	
TETANUS SHOT		every	
FLU SHOT		every	
		every	
		every	
		every	
		every	
		every	

WHO TO CALL

Every office, one line each. The portal name saves a hunt for the login later.

OFFICE Practice name and the doctor	PHONE	PORTAL OR NOTES Which app, fax number, parking, anything
PHARMACY The store, and the mail-order one	LOCAL MAIL ORDER	

THE 5 STEPS. CHECK OFF EACH ONE YOU CLEAR

☐

1

Every appointment on one page page 1

☐

2

Refills and order-by dates page 1

☐

3

Last-done dates page 2

☐

4

Phone numbers page 2

☐

5

Your look-ahead day page 1

TICKETS EARNED — / 5

1 PER STEP YOU CLEAR

A step with a ? in it still counts. You checked, and now you know what to ask.