**Introduction**

Say it Once ‘My Personal Record’ is a simple but effective way to help and support people to be prepared for any future needs and activities – whether individual, community, health or social care or any other personal action, support or solution.

Carers can also use it to help and support the person they care for.

Any action planned or taken by an individual is personal.

Each individual needs to decide the actions and documents they can do themselves and those for which they need support.

Some people put the paperwork in a Personal Record Box (some people call it a Memory Box’ and include photos, mementoes, and other items of useful or sentimental value.

‘My Personal Record’ has four clear sections.

Each section has a suggested list of things to consider from which individuals choose the activity or action that is right for them.

Each section could become a separate folder if preferred or needed because of the size of individual contents.

‘My Personal Record’ Section 1 has two initial documents that encourage self-support and best use of people’s own skills and assets - ‘My Personal Information Summary Sheet’ and ‘My Personal Profile’.

People can select and use any of the documents and activities included and/or recommended as and when needed and according to the wishes and requirements of the individual. You can use the forms suggested or different forms of your choice. The idea is record the personal information you wish to share – and to use the paperwork you need or wish to use – or find others of your choice.

‘My Personal Information Summary’ is a simple A4 document, which includes basic information *‘about me that I need to remember and other people may need to know’*. The Personal Information Summary can be carried in a wallet or handbag, put in ‘Message in a Bottle’, kept on a PC, at the front of a paper folder and/or shared with your GP or others who may know you and/or support you.

**Initial Suggested Action**

Prepare a Personal Named Folder - either a paper version or an electronic version or both. Include:

1. A front cover
2. Record of set up and changes (dates and contents)
3. Introduction
4. Contents (start with one section and add others as needed)
   1. Section 1
      1. ‘My Personal Summary Information Sheet’ and
      2. ‘My Personal Profile’

Other suggested contents are included in the Pack. You choose the ones you want to use as and when you want to complete them, or include your own preferred versions