Symptom Tracking Worksheet

Notice the change · describe the pattern · prepare the conversation

A general caregiver worksheet for recording changes over time without assuming a cause or turning observations into a diagnosis.

What changed · usual baseline · when to call

Describe the change before trying to explain it.

Record when symptoms began, how often they occur and how they affect usual activities. Keep the person's report and caregiver observations clear. This is a general symptom record, not a side-effect diagnosis. [1]

THIS WORKSHEET IS FOR (NAME)

PRIMARY CAREGIVER

TRACKING DATES

CARE TEAM / PHONE

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1 DEFINE THE CHANGE YOU ARE WATCHING

MAIN SYMPTOM / CHANGE / THE PERSON'S OWN WORDS

WHEN FIRST NOTICED

WHAT IS USUAL FOR THIS PERSON

DAILY ACTIVITY OR ROUTINE AFFECTED

2 CONFIRM THE CONTACT PLAN [2]

SYMPTOMS / CHANGES THE CARE TEAM WANTS REPORTED AND WHEN

DAYTIME CONTACT

AFTER-HOURS CONTACT

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Time · duration · context · what happened next

3 USE ONE ROW FOR EACH EPISODE OR OBSERVATION

Write down what happened, not what you think the cause must be. Include relevant timing such as meals, sleep, activity or a medicine change without assuming a connection. [1]

DATE / TIME / DURATION	SYMPTOM / PERSON'S WORDS	CONTEXT / DAILY IMPACT	ACTION / WHAT HAPPENED NEXT

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DATE / TIME / DURATION	SYMPTOM / PERSON'S WORDS	CONTEXT / DAILY IMPACT	ACTION / WHAT HAPPENED NEXT

OTHER OBSERVATIONS / RECORDS TO BRING

For concerns specifically about a medicine, also bring the current medication list and contact the prescriber or pharmacist. Do not change treatment based on a suspected cause.

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Pattern summary · priority question · follow-up

4 PREPARE A BRIEF SUMMARY FOR THE CARE TEAM

WHAT IS NEW, REPEATING, IMPROVING OR GETTING WORSE?

THE MOST IMPORTANT QUESTION WE NEED ANSWERED

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5 RECORD THE RESPONSE AND FOLLOW-THROUGH

DATE / CONTACT	CLINICIAN'S ADVICE / NEXT ACTION / BY WHEN

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Seek help for an urgent change rather than waiting to finish this log. Call 911 for a life-threatening emergency. This worksheet cannot determine whether it is safe to wait. [3]

Sources informing this resource · Original worksheet prompts by TCC

[1] National Institute on Aging — What Do I Need to Tell the Doctor?

[2] National Institute on Aging — How To Prepare for a Doctor's Appointment

[3] MedlinePlus — Emergency Medical Services

Sources checked September 10, 2026. Use the person's individualized care instructions.

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