



# BE PREPARED

## Your NDIS planning meeting checklist

This checklist will help you communicate your needs so you can make the most of your planning meeting. It's best to start getting ready as soon as possible.

### ① Personal Information

- ✔ Personal details (name, age, address and details about your primary disability).
- ✔ Information about supports you receive from family, friends, health services, help in your local community, school or sports groups.

### ② Everyday Life

- ✔ A summary of how you manage your everyday life. Do you need assistance at home or equipment to enable you to do everyday tasks?
- ✔ A list of areas where you might need extra help.

### ③ Your Goals

- ✔ A list of your goals for the next 12 months and long-term. Think about how you want to live your life and what supports you need to get there.

### ④ Managing Your Plan

- ✔ Decide if you would like to be plan managed. To work with us at My Plan Manager, you will need to ask for 'Plan Management' to be included.

### ⑤ Support

- ✔ Decide if you will go alone or take along a family member, a friend, an advocate, support worker or Support Coordinator.

### ⑥ Things To Take

- ✔ Relevant reports or assessments from doctors, therapists, your workplace or school.
- ✔ Pictures to help explain your accessibility needs.
- ✔ A list of key areas/points to discuss and questions to ask.
- ✔ A way to take notes.