Next Step - Have the Conversation!

You've nearly got all your ducks in a row! Now it's time to put all your hard work into practice. By completing this guide, you have begun to learn about the benefits of making your personal wishes known in advance. You've provided detailed information about yourself, your family, your possessions and the words you want to leave behind. In the Life Review section, you've spent time reflecting on your memories, personal values and beliefs,

Now it's time to have a conversation with the people who matter most to you, your health care team and most importantly, your Substitute Decision Maker(s). Be sure to make copies of all Advance Care Planning documents, as well as this guide, and let your substitute decision maker(s) know where they are located.

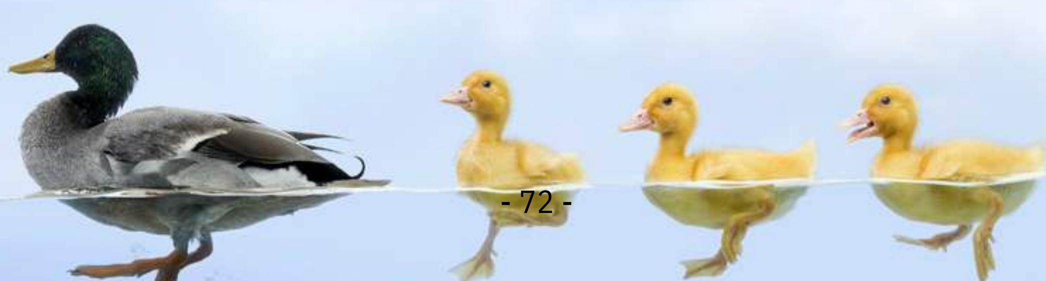
Don't duck the conversation! Set the scene and start talking…

After you choose who you wish to talk with, consider how you'd like to set the scene for the conversation. Is there a place or time that feels comfortable to you to open up the topic? Will you speak with some people individually and some in a group?

- Imagine how you will initiate the conversation, such as during a family meal, or during an outing somewhere, such as a walk outside
- Consider what you would like to say before you have the conversation. While there may be a lot on your mind, it's important to remember that you probably won't be able to share everything during one conversation. These conversations take time. Many people have difficulty talking about death and dying and they may need to meet with you several times in order to talk things through.
- Use the ***Ontario Speak Up Advance Care Planning Workbook*** (https://www.advancecareplanningontario.ca/)**,** which provides tips for having conversations, and includes information on understanding who your SDM is.
- While this is an important conversation, remember that it can also be a wonderful opportunity to connect and share. Be clear and honest and try to enjoy the process. After all, this isn't just about planning logistics, it's about sharing your legacy. The most important thing is to speak with your heart and to make space to listen and reflect. Encourage others not to duck the conversation either!

You may wish to e-mail your family certain documents, however, we suggest that you do not send any confidential or private information over the internet, especially information regarding your financial and legal affairs.

You've made it! Congratulations on completing the Don't Duck the Conversation Personal Planning Guide.



My Communication Plan

Set a date to have conversations about your preferences with the following people (substitute decision maker, family members, friends, health care team, clergy, others):

Person's Name:	Person's Role:	Topic/Date we will meet:

I have all my Ducks in a Row! I have completed the following:

☐ Don't Duck the Conversation Guide	☐ I have considered my wishes for future health care and personal care and have communicated those wishes	
☐ Power of Attorney for Personal Care	☐ Power of Attorney for Property	☐ Organ Donation Card
☐ Legal Will ☐ Executor	☐ Cemetery Certificate	☐ Funeral Certificate
☐ Other	☐ Other	☐ Other

Set a date to update your Advance Care Planning documentation. This should be done every year or sooner:

When My Time Has Come
This list itemizes the tasks that need to be addressed by your family after your death. You or your family may also want to check out the ***Service Ontario*** website (www.ontario.ca/page/what-do-when-someone-dies) for answers to common questions about what to do, and what support is available, when someone dies in Ontario.
1. Contact immediate family and close friends. Check the *All About Me section* for a list of the people I would like contacted.
2. Contact Clergy, specifically the following:
3. Contact funeral home and/or cremation service
4. Contact extended family and friends
5. Arrange post funeral/memorial service reception or gathering
6. Write my obituary/send my pre-written obituary to the newspaper
7. Contact the lawyer to arrange for a reading of the will
Executor's Tasks:
1. Make copies of certificates of death, birth and marriage.
2. Pay and cancel credit cards.
3. Notify pension plans, if applicable.
4. Contact insurance companies regarding house, car, etc.
5. Inform government agencies—taxes, health, pension, etc.
Notes:

If you're willing to share a little bit about your experience with us, please complete our *Feedback Form* which can be found on our website at www.hospicenorthwest.ca/resources/dont-duck-the-conversation/

Your comments will help us to determine if we need to make any changes to the guide to help serve you better.