

My Outpatient Treatment Week

Build this week around the appointments you have actually confirmed. Include the time and arrangements needed to get there, not only the visit itself.

Keep completed notes private. Use short notes in each box; continue on another copy or separate paper when needed. Save the completed PDF on your device and reopen it to check your notes before closing.

Programs can differ in visit frequency, session length and expectations. Ask the program for your actual schedule and what to do if you cannot attend; do not fill in a generic treatment timetable. [1]

Original worked example: count the whole appointment

Time or task	Fictional arrangement
Visit	Tuesday 5:00–6:00 p.m.; address confirmed.
Getting there	Leave work at 4:15; travel and arrival time allowed.
Other responsibility	Neighbor agreed to school pickup; still need to confirm dinner.
Getting home	Bus home at 6:20; save program number if delayed.
Unresolved	Ask program whom to call if work runs late.

The confirmed week

Monday

Visit or commitment; start/end; travel/preparation; help confirmed or still needed.

Tuesday

Visit or commitment; start/end; travel/preparation; help confirmed or still needed.

Wednesday

Visit or commitment; start/end; travel/preparation; help confirmed or still needed.

Thursday

Visit or commitment; start/end; travel/preparation; help confirmed or still needed.

Friday

Visit or commitment; start/end; travel/preparation; help confirmed or still needed.

Weekend

Saturday/Sunday commitments and arrangements, if relevant.

Before relying on the plan

- Mark a tentative appointment “unconfirmed.”
- Ask helpers whether they can do the exact task and time you need.
- Keep travel, preparation and dependent-care arrangements visible.
- If two commitments overlap, ask the program about options rather than silently dropping care.

Close the gaps

Two arrangements to confirm

Who will contact whom, and by when?

If I am delayed or cannot attend

Program contact/method and the instructions they gave me.

Reuse your contacts

If you keep My Recovery Support Map (AH-R150), copy the relevant contact or keep that sheet with this week. You do not need to re-enter every number.

Sources and Further Reading

[1] NIAAA: Questions for Alcohol Treatment Programs

<https://alcoholtreatment.niaaa.nih.gov/how-to-find-alcohol-treatment/10-questions-for-alcohol-treatment-programs>