A picture containing graphical user interface

Description automatically generated

**4. Please Take Note:   
Part 1**

**How to use this document:** Write about an issue you need help with. This is to give to an organisation or service you want to access or get help from.

Say what you want the person you need help from to know. Say what you would like to happen after they read your note.

At the end of Part 1, there is a section about who you want help from. If you need support from someone, this is really useful.

|  |  |
| --- | --- |
| My name: |  |
| Date of note: |  |
| Time of note: |  |

|  |  |
| --- | --- |
| To: (The person the note is for) |  |
| Job title: |  |
| Company/ organisation: |  |

|  |
| --- |
| **What I would like you to know:** |
| In this bit, say what you want people to know about what you want and need. Example: “I need to access counselling to help me understand my autism” |
|  |

|  |
| --- |
| **What I would like to happen and by when:** |
| In this bit, say what you want to happen. Then, say when you would like it to happen. Example: “I would like to move to a new house in six months” |
|  |
| **Who I would like to help me with this:** |
| In this bit, say who you want help from to achieve your goal/goals. Example: “I need a support worker to help me access mental health support” |
|  |

|  |  |
| --- | --- |
| **Please sign and photocopy this sheet for my file:** | |
| Your signature: |  |
| Job title: |  |
| Date: |  |

**4. Please Take Note: Part 2**

**How to use this document:** If you are working with someone using Part 1 of this tool, please use it to make sure their wishes are met.

Use this part of Please Take Note to write down what you have done for them. It should be based on what they have told you in Part 1.

Write any actions you need to take. Then, write any results or outcomes based on those actions.

Please only use Part 2 if you are a professional working with the person who filled in Part 1.

|  |  |
| --- | --- |
| Staff member name: |  |
| Date of note: |  |
| Time of note: |  |
| Client name: |  |

|  |
| --- |
| **Actions taken:** |
| In this bit, say what has been done based on the notes in Part 1. Example: “The client has been given information about a local food bank” |
|  |

|  |
| --- |
| **Results/outcome:** |
| In this bit, what has happened after your actions. Example: “After answering the client’s phone call, I have given them details to join a Zoom group” |
|  |

|  |  |
| --- | --- |
| **Please sign and photocopy this sheet for my file. Then, give this copy back to the client.** | |
| Your signature: |  |
| Job title: |  |
| Date: |  |

Version 2.0 | Updated on 10/06/2021

Our self-advocacy resources are inspired by those made by [**South West Advocacy Network (SWAN)**](https://swanadvocacy.org.uk/)