

4.1 Brain Health Education Planning Worksheet

Purpose: Help communities plan and organize brain health education activities that promote healthy aging, increase awareness, and encourage healthy lifestyle behaviors.

Why This Tool Matters

Planning educational activities in advance helps ensure the right audience is reached, appropriate resources are used, and community partners are engaged. This worksheet can be used for presentations, workshops, health fairs, lunch-and-learn programs, wellness activities, and other community education efforts.

When to Use This Tool

Use this worksheet before conducting a brain health education activity or integrating brain health messaging into an existing program or event.

Instructions

Complete this worksheet with your planning team. Start small and focus on activities that align with community priorities and available resources.

Education Activity or Event Name: _____

Purpose of the Activity: _____

Target Audience: _____

Estimated Number of Participants: _____

Date and Time: _____

Location: _____

Lead Organization: _____

Lead Contact Person: _____

Community Partners Involved: _____

Brain Health Topics to Consider

- ☐ Brain health and healthy aging
- ☐ Physical activity
- ☐ Healthy eating
- ☐ Sleep and brain health
- ☐ Social connection
- ☐ Lifelong learning and cognitive stimulation
- ☐ Managing chronic conditions
- ☐ Dementia awareness
- ☐ Caregiver resources

Resources to Use

- ☐ Brain Health Basics Education
- ☐ Brain Health Infographics
- ☐ SD Head Forward Brain Health Checklist
- ☐ Brain Health Activities
- ☐ Healthy Aging Brain Resources
- ☐ Alzheimer's Association Resources
- ☐ Brain Health Hub for Professionals
- ☐ Brain Health Hub for Caregivers

Promotion Plan

How will participants be invited or informed about this activity?

Evaluation Plan

How will success be measured?

- ☐ Number of participants
- ☐ Participant feedback
- ☐ Increased awareness or knowledge
- ☐ Referrals or resource connections
- ☐ Other: _____

Recommendations for Success

- Start with one educational activity and build from there.
- Partner with organizations already serving your target audience.
- Use interactive activities whenever possible.
- Provide take-home resources and resource links.
- Encourage participants to identify one action they can take to support brain health.
- Leverage existing community events and programs.

Next Steps

After completing your activity, document lessons learned, share resources with participants, and consider opportunities to integrate brain health messaging into other community programs and settings.