



Who's Responsible for What?

Home and Property

- Picking up clutter _____
- Cleaning the kitchen _____
- Cleaning bathrooms _____
- Cleaning the family room _____
- Sweeping/mopping/waxing floors _____
- Dusting _____
- Vacuuming _____
- Making beds _____
- Changing sheets _____
- Doing laundry _____
- Taking clothes to dry cleaners _____
- Mending _____
- Shopping for clothing and accessories _____
- Shopping for household items _____
- Organizing closets and drawers _____
- Organizing garage, attic, basement _____
- Collecting and taking out trash _____
- Recycling _____
- Performing household repairs and maintenance _____
- Contacting repair services _____
- Decorating _____
- Yard work _____
- Maintaining outdoor furniture and equipment _____
- Car maintenance _____
- Watering plants _____
- Cleaning carpets _____
- Washing windows _____
- _____
- _____
- _____
- _____
- _____

Food and Meals

- Meal planning _____
- Creating a grocery list _____
- Shopping for groceries _____
- Making breakfast _____
- Making lunches _____
- Cooking dinner _____
- Cleaning up after meals _____
- Making sack lunches _____
- Planning and orchestrating dinner parties _____
- Keeping up with coupons _____
- Feeding the baby or young children _____
- Organizing the pantry _____
- Planning and taking food to special functions _____
- _____
- _____
- _____
- _____
- _____
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- _____

Family and Friends

- Caring for small children _____
- Arranging for child care _____
- Taking/picking up/arranging school transportation _____
- Bathing the kids _____
- Reading to the kids _____
- Putting the kids to bed _____
- Researching and registering kids for activities _____
- Transporting kids to practices _____
- Helping with homework _____
- Purchasing school supplies _____
- Teaching kids right and wrong _____
- Disciplining kids _____

- Planning creative activities for kids
- Monitoring television, music, and the Internet
- Scheduling play days
- Teaching manners and social skills
- Taking kids to the doctor and dentist
- Overseeing college testing/application process
- Traveling to visit potential colleges
- Arranging family outings
- Arranging date nights with spouse
- Caring for aging parents and in-laws
- Keeping up with extended family
- Buying presents for relatives and friends
- Sending greeting cards
- Writing thank-you notes
- Caring for pets
- Overseeing relationships with neighbors
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- _____
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- _____
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- _____

Finances

- Periodically reviewing family's financial priorities
- Organizing bills
- Paying bills
- Balancing bank account
- Selecting appropriate investments
- Establishing credit
- Creating budgets
- Researching and buying insurance
- Working with attorney to update will
- Creating saving plans for big things like college

- Shopping for best deals _____
- Filing health-insurance claims _____
- Keeping up with receipts _____
- Keeping home office supplies stocked _____
- Dispersing children's allowances _____
- Selecting appropriate charities _____
- Organizing tax information; filing return _____
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Special Events

- Planning and coordinating birthday celebrations _____
- Planning and coordinating Thanksgiving and Christmas _____
- Planning and coordinating other holidays and celebrations
such as Valentines, Easter, Fourth of July, graduation,
baby showers, and family reunions _____
- Decorating for holidays _____
- Organizing neighborhood activities _____
- Planning and orchestrating vacations _____
- Planning and overseeing garages sales _____
- Buying gifts _____
- Keeping gift-wrapping center stocked _____
- Planning weekend outings _____
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Time and Scheduling

- Overseeing family calendar _____
- Making dental and doctor appointments _____
- Scheduling after-school activities _____
- Coordinating carpools and rides for family members _____
- Orchestrating morning schedule _____
- Doing advance work for future events _____
- Helping children manage time _____
- Securing babysitters _____
- Overseeing evening schedule _____
- Dealing with bedtimes and curfews _____
- Responding to invitations _____
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Self Management

Taking care of oneself physically, spiritually, mentally, emotionally,

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