



## 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 \_\_\_\_\_
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### 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 transportation for school \_\_\_\_\_
- Bathing the kids \_\_\_\_\_
- Reading to the kids \_\_\_\_\_
- Putting the kids to bed \_\_\_\_\_
- Researching and registering kids for activities \_\_\_\_\_
- Transporting kids to music lessons, athletic practices, etc. \_\_\_\_\_
- 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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### **Money and 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 yourself—physically, spiritually, mentally, emotionally
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