Household Responsibilities Checklist

For each responsibility, check Partner A, Partner B, or Shared. Then identify who owns each stage: **Notice** → **Plan** → **Do.** Ownership means following the task through without relying on repeated reminders.

KITCHEN AND MEALS

RESPONSIBILITY	PARTNER A	PARTNER B	SHARED	NOTICE	PLAN	DO
Plan meals and make grocery lists	☐	☐	☐	☐	☐	☐
Shop for groceries and put food away	☐	☐	☐	☐	☐	☐
Cook meals and prepare lunches	☐	☐	☐	☐	☐	☐
Load and unload the dishwasher	☐	☐	☐	☐	☐	☐
Clean counters and reset the kitchen	☐	☐	☐	☐	☐	☐
Monitor pantry staples and household food supplies	☐	☐	☐	☐	☐	☐

CLEANING AND HOUSEHOLD UPKEEP

RESPONSIBILITY	PARTNER A	PARTNER B	SHARED	NOTICE	PLAN	DO
Clean bathrooms	☐	☐	☐	☐	☐	☐
Vacuum, sweep, and mop floors	☐	☐	☐	☐	☐	☐
Dust and clean shared spaces	☐	☐	☐	☐	☐	☐
Change bed linens	☐	☐	☐	☐	☐	☐
Take out trash and recycling	☐	☐	☐	☐	☐	☐
Declutter common areas	☐	☐	☐	☐	☐	☐

LAUNDRY AND CLOTHING

RESPONSIBILITY	PARTNER A	PARTNER B	SHARED	NOTICE	PLAN	DO
Collect and sort laundry	☐	☐	☐	☐	☐	☐
Wash and dry clothing	☐	☐	☐	☐	☐	☐
Fold and put away clean clothes	☐	☐	☐	☐	☐	☐
Purchase detergent and laundry supplies	☐	☐	☐	☐	☐	☐
Manage special-care clothing and seasonal wardrobe changes	☐	☐	☐	☐	☐	☐

CHILDREN AND FAMILY

RESPONSIBILITY	PARTNER A	PARTNER B	SHARED	NOTICE	PLAN	DO
Manage school and daycare communication	☐	☐	☐	☐	☐	☐
Handle drop-offs and pickups	☐	☐	☐	☐	☐	☐
Coordinate homework and school projects	☐	☐	☐	☐	☐	☐

Track clothing, shoes, and growing children's needs	■	■	■	■	■	■
Manage bedtime and morning routines	■	■	■	■	■	■
Complete school forms and remember deadlines	■	■	■	■	■	■
Plan family activities and childcare	■	■	■	■	■	■

Household Responsibilities Checklist

Continue assigning ownership. Adapt this list to fit your household, schedules, and needs.

PETS

RESPONSIBILITY	PARTNER A	PARTNER B	SHARED	NOTICE	PLAN	DO
Feed pets and refill water	■	■	■	■	■	■
Handle walks, exercise, and litter or waste cleanup	■	■	■	■	■	■
Schedule veterinary appointments	■	■	■	■	■	■
Manage medications and grooming	■	■	■	■	■	■
Purchase pet food and supplies	■	■	■	■	■	■

FINANCES AND ADMINISTRATION

RESPONSIBILITY	PARTNER A	PARTNER B	SHARED	NOTICE	PLAN	DO
Pay bills and monitor due dates	■	■	■	■	■	■
Review the household budget	■	■	■	■	■	■
Manage insurance and important paperwork	■	■	■	■	■	■
Schedule medical and other appointments	■	■	■	■	■	■
Track renewals, forms, and administrative deadlines	■	■	■	■	■	■

OUTDOOR RESPONSIBILITIES AND VEHICLES

RESPONSIBILITY	PARTNER A	PARTNER B	SHARED	NOTICE	PLAN	DO
Maintain the yard, plants, and outdoor spaces	■	■	■	■	■	■
Handle seasonal outdoor cleanup	■	■	■	■	■	■
Schedule car maintenance and inspections	■	■	■	■	■	■
Track fuel, charging, and vehicle supplies	■	■	■	■	■	■
Arrange repairs and follow up with service providers	■	■	■	■	■	■

MENTAL LOAD AND PLANNING

RESPONSIBILITY	PARTNER A	PARTNER B	SHARED	NOTICE	PLAN	DO
Notice when household supplies are running low	■	■	■	■	■	■
Anticipate upcoming school, family, and seasonal needs	■	■	■	■	■	■
Remember birthdays, holidays, and buy gifts	■	■	■	■	■	■
Research options before household decisions	■	■	■	■	■	■
Plan trips, celebrations, and family gatherings	■	■	■	■	■	■
Track unfinished tasks and follow up	■	■	■	■	■	■

Keep the shared calendar current	■	■	■	■	■	■

Household Agreements and Check-In

Use this page to clarify expectations, agree on routines, and revisit the division when life changes.

Responsibilities we want to add:

What does “done” mean for tasks that need clearer expectations?

Agreements about schedules, routines, or reminders:

How will we protect time for rest for each partner?

Our next check-in

Date: _____

What worked well? _____

What felt unbalanced or overwhelming? _____

What should change next week? _____

A fair division does not have to be exactly 50/50. The goal is for both partners to feel supported, share responsibility for managing the household, and have meaningful time to rest.