Household Responsibilities Checklist

HerWay

A comprehensive ownership matrix across 19 shared-life domains to make invisible work visible.

HOW TO USE THIS CHECKLIST:

1. Fill in individually first. Mark who owns each responsibility, not just who does the physical chore.
2. Highlight rows where answers conflict or both checked 'Unclear' — that is where repeated friction lives.
3. Agree on full ownership (not 'helping'), define the Frequency, and write a clear 'Definition of Done'.

RESPONSIBILITY / TASK	ME	PARTNER	SHARED	UNCLEAR	FREQ	NOTES / DEFINITION OF DONE
1. MEALS & GROCERIES						
Weekly meal planning & recipe selection	☐	☐	☐	☐	Weekly	*Agreed plan by Sunday night*
Pantry & fridge inventory check	☐	☐	☐	☐	Weekly	*Audit before grocery run*
Grocery list compilation & shopping / delivery	☐	☐	☐	☐	Weekly	*Order placed or shopped*
Weeknight dinner cooking & meal prep	☐	☐	☐	☐	Daily	*Ready by agreed dinner hour*
Food storage, leftovers & lunch packing	☐	☐	☐	☐	Daily	*Packed and stored in glassware*
2. KITCHEN MAINTENANCE						
Daily dishwashing & dishwasher load/unload	☐	☐	☐	☐	Daily	*Sink empty before sleep*
Countertop wipe-down & stovetop cleaning	☐	☐	☐	☐	Daily	*Counters clear & sanitized*
Trash, recycling & compost emptying	☐	☐	☐	☐	Daily/2-3x	*Bins emptied and relined*
Fridge deep-clean & expired food purge	☐	☐	☐	☐	Bi-weekly	*Shelves wiped, expired tossed*
Microwave, oven & appliance wipe-down	☐	☐	☐	☐	Monthly	*Surfaces degreased and clean*
3. CLEANING & LIVING SPACES						
Vacuuming & sweeping all floors	☐	☐	☐	☐	Weekly	*Baseboards clear, rugs vacuumed*
Floor mopping (kitchen, baths, hard floors)	☐	☐	☐	☐	Weekly	*Floors mopped & dried*
Dusting surfaces, shelves & blinds	☐	☐	☐	☐	Bi-weekly	*Surfaces wiped without clutter*
Bathroom cleaning (toilet, sink, counter)	☐	☐	☐	☐	Weekly	*Sanitized, mirror streak-free*
Shower & bathtub scrub-down	☐	☐	☐	☐	Weekly	*Grout & tile cleared of soap scum*
4. LAUNDRY & LINENS						
Sorting, washing & drying clothes	☐	☐	☐	☐	Weekly	*Clothes washed by color/fabric*
Folding clothes & putting away into drawers	☐	☐	☐	☐	Weekly	*Done within 24h of drying*
Bed sheets & pillowcases wash and change	☐	☐	☐	☐	Bi-weekly	*Fresh linens fitted on beds*
Towels & bath mats washing	☐	☐	☐	☐	Weekly	*Hung clean and fresh*
Dry cleaning drop-off, pickup & ironing	☐	☐	☐	☐	As needed	*Drop-off within 48h of event*
5. BILLS & FINANCIAL LOGISTICS						
Rent / mortgage payment verification	☐	☐	☐	☐	Monthly	*Paid on or before 1st*
Utilities payments (electric, water, gas)	☐	☐	☐	☐	Monthly	*Scheduled & confirmed*
Internet, mobile & subscriptions audit	☐	☐	☐	☐	Monthly	*Unused services cancelled*
Credit card balances tracking & payments	☐	☐	☐	☐	Monthly	*Paid in full before due date*
Joint savings / emergency fund contributions	☐	☐	☐	☐	Monthly	*Auto-transfers confirmed*

RESPONSIBILITY / TASK	ME	PARTNER	SHARED	UNCLEAR	FREQ	NOTES / DEFINITION OF DONE
6. HOUSEHOLD ADMINISTRATION						
Mail sorting, recycling junk & filing bills	☐	☐	☐	☐	Daily/2-3x	*Paper pile cleared off counter*
Tax documentation collection & filing prep	☐	☐	☐	☐	Annually	*Folders organized by Feb 15*
Important documents archive (passports, titles)	☐	☐	☐	☐	Quarterly	*Securely stored & accessible*
Product warranties & receipt management	☐	☐	☐	☐	As needed	*Scanned or filed for returns*
7. HOME MAINTENANCE & SAFETY						
HVAC filter replacements & thermostat check	☐	☐	☐	☐	Quarterly	*Filters replaced every 90 days*
Smoke / CO detector battery testing	☐	☐	☐	☐	Bi-annually	*Tested during time change*
Lawn care, weeding, mowing / snow clearing	☐	☐	☐	☐	Weekly	*Walkways safe and clear*
Minor home repairs (plumbing, doors, bulbs)	☐	☐	☐	☐	As needed	*Repaired within 14 days*
Scheduling contractors & waiting for tech	☐	☐	☐	☐	As needed	*Quotes gathered, visits hosted*
8. HOUSEHOLD SUPPLIES & RESTOCKING						
Kitchen essentials (paper towels, trash bags, soap)	☐	☐	☐	☐	Bi-weekly	*Never completely empty*
Bathroom supplies (toilet paper, shampoo, paste)	☐	☐	☐	☐	Monthly	*Backup item in linen closet*
Cleaning supplies & laundry detergent	☐	☐	☐	☐	Monthly	*Refills ordered before last use*
Hardware, lightbulbs & battery restock	☐	☐	☐	☐	Quarterly	*Common sizes kept in stock*
9. APPOINTMENTS & COORDINATION						
Annual physical & dental cleanings booking	☐	☐	☐	☐	Bi-annually	*Scheduled on shared calendar*
Eye doctor & specialist appointments	☐	☐	☐	☐	Annually	*Booked before prescription ends*
Vehicle inspection, registration & emissions	☐	☐	☐	☐	Annually	*Completed before renewal month*
Haircuts & personal care maintenance	☐	☐	☐	☐	Monthly	*Self-scheduled without prompts*
10. CHILDCARE & ROUTINE (IF APPLICABLE)						
Morning wake-up, breakfast & outfit prep	☐	☐	☐	☐	Daily	*Out the door on time*
School / daycare drop-off and pickup	☐	☐	☐	☐	Daily	*Hand-off confirmed with partner*
Bedtime routine (bath, books, tuck-in)	☐	☐	☐	☐	Daily	*In bed by agreed target time*
Doctor visits & immunization tracking	☐	☐	☐	☐	As needed	*Records filed and updated*
Packing diaper bags, lunches & change of clothes	☐	☐	☐	☐	Daily	*Bag packed by the door*
11. SCHOOL & ACTIVITIES (IF APPLICABLE)						
Homework checking & project supplies buying	☐	☐	☐	☐	Daily/Weekly	*Completed before Sunday 6pm*
School communications & permission slips	☐	☐	☐	☐	Weekly	*Signed within 24h of receipt*
Extracurriculars driving & gear packing	☐	☐	☐	☐	Weekly	*On time with full equipment*
Parent-teacher conference scheduling	☐	☐	☐	☐	Bi-annually	*Joint attendance arranged*
12. HEALTH & MEDICATION						
Prescription refills & pharmacy pickups	☐	☐	☐	☐	Monthly	*Filled 5 days before empty*
First-aid kit & OTC medicine cabinet check	☐	☐	☐	☐	Quarterly	*Expired items tossed & replaced*
Sick-day care coverage & fluids/supplies	☐	☐	☐	☐	As needed	*Clear agreement on who stays home*
Health insurance claims & HSA receipts	☐	☐	☐	☐	Quarterly	*Submitted before year-end*

RESPONSIBILITY / TASK	ME	PARTNER	SHARED	UNCLEAR	FREQ	NOTES / DEFINITION OF DONE
13. PETS (IF APPLICABLE)						
Daily morning & evening feedings + water	☐	☐	☐	☐	Daily	*Fresh water bowl daily*
Daily dog walks / litter box scooping	☐	☐	☐	☐	Daily	*Litter scooped daily, walks logged*
Vet checkups, shots & preventative meds	☐	☐	☐	☐	Monthly/Annual	*Meds given on 1st of month*
Pet food, treats & waste bags reordering	☐	☐	☐	☐	Monthly	*Ordered when last bag opened*
Grooming appointments & claw trimming	☐	☐	☐	☐	Monthly	*Scheduled regularly*
14. TRANSPORTATION & VEHICLES						
Fueling gas tank / EV charging routine	☐	☐	☐	☐	Weekly	*Never left under 1/4 tank*
Vehicle interior clean-out & trash removal	☐	☐	☐	☐	Weekly	*Trash removed after every trip*
Routine oil changes & tire maintenance	☐	☐	☐	☐	Quarterly	*Booked by mileage sticker*
Toll pass balances & parking permit renewals	☐	☐	☐	☐	Quarterly	*Auto-replenish monitored*
15. SOCIAL & FAMILY PLANNING						
Weekend social plans & double date ideas	☐	☐	☐	☐	Weekly	*Agreed by Thursday evening*
Extended family visits & in-law coordination	☐	☐	☐	☐	Monthly	*Both partners consult before RSVP*
Hosting prep (guest room, towels, drinks)	☐	☐	☐	☐	As needed	*House ready 2h before arrival*
Date night initiation & reservation booking	☐	☐	☐	☐	Bi-weekly	*Reservation confirmed in advance*
16. BIRTHDAYS, GIFTS & HOLIDAYS						
Family birthday calendar tracking	☐	☐	☐	☐	Monthly	*Reminders set 10 days ahead*
Gift brainstorming, purchasing & wrapping	☐	☐	☐	☐	As needed	*Wrapped before day of event*
Cards writing, signing & mailing	☐	☐	☐	☐	As needed	*Mailed with adequate postage*
Holiday decoration setup & teardown	☐	☐	☐	☐	Seasonally	*Packed away within 10 days of end*
17. TRAVEL & VACATION LOGISTICS						
Trip research, destination shortlist & lodging	☐	☐	☐	☐	As needed	*Shared Google Doc or board*
Flight, hotel & rental car bookings	☐	☐	☐	☐	As needed	*Calendar invites sent to both*
Packing list creation & pre-trip house prep	☐	☐	☐	☐	As needed	*Trash emptied, plants watered*
Post-trip unpacking, laundry & car reset	☐	☐	☐	☐	As needed	*Luggage put away within 48h*
18. EMOTIONAL & COGNITIVE LOAD						
Noticing household friction before resentment	☐	☐	☐	☐	Continuous	*Brought up constructively*
Monitoring partner capacity & offering cover	☐	☐	☐	☐	Continuous	*Proactive check-in when stressed*
Researching household solutions & best tools	☐	☐	☐	☐	As needed	*Synthesized options presented*
Protecting couple downtime & buffer days	☐	☐	☐	☐	Weekly	*At least one unscheduled block*
19. RECURRING PLANNING & AGREEMENTS						
Weekly 20-min logistics sync (Sunday Reset)	☐	☐	☐	☐	Weekly	*Calendar & chore sync complete*
Monthly budget review & spending calibration	☐	☐	☐	☐	Monthly	*Joint numbers transparent*
Seasonal chore renegotiation as life changes	☐	☐	☐	☐	Quarterly	*Agreements updated in HerWay*
Annual relationship check-in & long-term goals	☐	☐	☐	☐	Annually	*Dedicated weekend conversation*