

Family Responsibilities Checklist

Errands & groceries

- ☐ Weekly grocery shopping, or a ride to the store
- ☐ Making the grocery list together
- ☐ Ordering groceries or household supplies for delivery
- ☐ Picking up dry cleaning, packages, or library holds
- ☐ Restocking household basics (paper goods, soap, light bulbs, batteries)
- ☐ Returning or exchanging purchases

Rides & scheduling

- ☐ Scheduling appointments and putting them on the calendar
- ☐ Driving to and from appointments, or booking a ride service
- ☐ Rides to worship services, clubs, or social events
- ☐ Rides for errands such as the bank, post office, or hair salon
- ☐ Being the backup driver when the usual driver cannot go
- ☐ Keeping a list of ride options and phone numbers up to date

Home upkeep & yard

- ☐ Mowing, raking leaves, and weeding
- ☐ Snow shoveling or arranging snow removal in winter
- ☐ Changing light bulbs and smoke alarm batteries that are within easy reach
- ☐ Taking trash and recycling to the curb on pickup day
- ☐ Seasonal tasks such as swapping storage bins or checking weatherstripping
- ☐ Scheduling licensed professionals for repairs and letting them in
- ☐ Housecleaning, or arranging a cleaning service

Bills & mail reminders

- ☐ Checking the mail and sorting it with the person
- ☐ Keeping bill due dates on a shared calendar
- ☐ Sending reminders a few days before due dates
- ☐ Flagging unusual or unfamiliar mail for the person to look at
- ☐ Keeping a folder for bills and statements in one place
- ☐ Noting who to call (the bank or the sender) with questions

Staying in touch

- ☐ Regular phone or video check-ins on set days
- ☐ In-person visits, spread across the week or month
- ☐ Remembering birthdays, anniversaries, and holidays
- ☐ Helping with phone, tablet, or computer questions
- ☐ Planning outings or shared meals the person enjoys
- ☐ Keeping out-of-town relatives updated, as the person wishes

Coordination & backup

- ☐ Keeping the household contact sheet current
- ☐ Updating the shared calendar or communication board
- ☐ Organizing the next family meeting and taking notes
- ☐ Naming a backup person for each task
- ☐ Holding a spare house key and knowing who else has one
- ☐ Checking in on how the plan is working every month or two

General information only, not medical, legal, financial, or professional safety advice. In an emergency, call 911.