

Operational Task List	Owner	Occurence
Family & Social Activities		
plan family outings		
plan social events (birthday parties, dinner parties)		
plan vacations		
call relatives and friends		
make gifts/cards		
take pictures		
create photo albums/slide shows		
schedule date nights		
send cards (thank you, birthday, holidays)		
other:		
Outdoor Maintenance		
maintain yard (mow lawn, rake leaves, shovel snow)		
maintain garden (pull weeds, plant vegetables)		
manage major outdoor projects (landscaping, building play structures, putting up fences)		
maintain and repair car(s)		
wash car(s)		
make or coordinate home improvements (carpentry, painting, roofing)		
clean gutters		
other:		
Shopping/Errands		
buy groceries		
run errands		
buy household supplies		
buy clothing & shoes		
make large purchases (car,TV)		
buy gifts		
take items to dry cleaner		
other:		

Operational Task List	Owner	Occurrence
Scheduling		
maintain family calendar/schedule		
coordinate family and work hours		
plan family meetings		
schedule appointments at home (repair services, housecleaners, deliveries) and be available		
schedule classes, workshops, after school activities		
other:		
Finances		
plan budget & debt management		
pay bills		
do taxes		
manage retirement planning		
manage savings and plan for large purchases (vehicles, education)		
manage insurance, wills, living trusts		
other:		
Indoor Maintenance		
straighten up the house, put things away		
clean the house (dust, vacuum, clean bathrooms)		
take out garbage		
do laundry		
preparing for guests		
decorate house (regular ongoing projects)		
decorate for holidays or special occasions		
do small repairs around the house		
manage computers & technology (purchase, maintain)		
organize and re-stock emergency kit (fire, earthquake)		
plan and practice emergency and safety procedures (fire, earthquake)		
organizing projects (clean closets, garage, drawers)		
other:		

Operational Task List	Owner	Occurence
Food Preparation/Clean-up		
plan meals		
make breakfast		
make or pack school lunches		
make dinner		
do dishes		
baking, canning or other "special" food projects		
other:		
Wellness		
schedule doctor, dentist and other wellness care appointments		
create exercise routine		
lead/organize spiritual practices		
plan stress management activities		
participate in hobbies and personal enrichment		
schedule haircuts, nails, massages		
other:		
Pet Care		
feed pet(s)		
play with pet(s) and/or take pet(s) for walk		
take pet(s) to vet		
other:		

Operational Task List	Owner	Occurence
Child/Elder Care		
feed		
bathe		
change/dress		
take to doctor, dentist, orthodontist...		
transport to activities		
play, read to/with		
manage morning routine		
manage evening routine		
get up at night		
plan and attend activities		
pick up after		
coordinate, participate in school activities (PTA, sports coach, club advisor, college visits)		
help with homework		
help learn new skills		
manage behavior and discipline		
other:		