

Sharing Responsibilities Worksheet

| Household Responsibilities | | | | | |
|------------------------------------|----------------------------|------------|-------------|-------------|------------------|
| Task, Responsibility | Have you discussed? | His | Hers | Both | Outsource |
| Who handles family finances? | | | | | |
| Who handles car maintenance? | | | | | |
| Who takes care of the laundry? | | | | | |
| Who handles the dry cleaning? | | | | | |
| Who cares for elderly parents? | | | | | |
| Who does the yard work? | | | | | |
| Who handles household maintenance? | | | | | |
| Who cleans the house? | | | | | |
| Who prepares the meals? | | | | | |
| Who shops for groceries? | | | | | |
| Who does the dishes? | | | | | |
| Who cares for the children? | | | | | |
| Who attends school activities? | | | | | |
| Who supervises homework? | | | | | |
| Who transports the children? | | | | | |
| Who attends school meetings? | | | | | |

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Sharing Responsibilities Worksheet

| Work-Related Responsibilities | | | | | |
|---------------------------------------|---------------------|-----|------|------|-----------|
| Task, Responsibility, Issue | Have you discussed? | His | Hers | Both | Outsource |
| Who handles accounts payable? | | | | | |
| Who handles accounts receivable? | | | | | |
| Who handles payroll? | | | | | |
| Who meets with the advisory board? | | | | | |
| Who handles the bookkeeping? | | | | | |
| Who handles business investments? | | | | | |
| Who handles business planning? | | | | | |
| Who manages the computer system? | | | | | |
| Who maintains your website? | | | | | |
| Who manages your database? | | | | | |
| Who handles income tax preparation? | | | | | |
| Who designs marketing material? | | | | | |
| Who handles equipment maintenance? | | | | | |
| Who handles Human Resource functions? | | | | | |
| Who handles insurance? | | | | | |
| Who handles inventory control? | | | | | |
| Who manages legal issues? | | | | | |

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| Task, Responsibility, Issue | Have you discussed? | His | Hers | Both | Outsource |
|---|--------------------------------|------------|-------------|-------------|------------------|
| Who handles mail? | | | | | |
| Who coordinates marketing, direct mail, advertising? | | | | | |
| Who coordinates benefits? | | | | | |
| Who motivates the staff? | | | | | |
| Who prepares news releases? | | | | | |
| Who prepares newsletters, e-zines? | | | | | |
| Who manages the office? | | | | | |
| Who develops the operational plan? | | | | | |
| Who orders supplies? | | | | | |
| Who handles production? | | | | | |
| Who is active in professional associations? | | | | | |
| Who is responsible for research and design? | | | | | |
| Who handles sales? | | | | | |
| Who ships orders? | | | | | |
| Who sub contracts outside help? | | | | | |
| Who designs company stationery? | | | | | |
| Who develops ownership plan? | | | | | |
| Who develops company name? | | | | | |
| Who designs your logo? | | | | | |