

# Household Management

## Parent

### Childcare Provider

- Change diapers.
- Dispose of diapers.
- Feed baby.
- Start baby on solid foods at appropriate age.
- Supervise bath or bathe child.
- Discipline children.
- Prepare meals and snacks.
- Make lunches for school.
- Supervise getting ready in the morning.
- Supervise getting ready for bed in the evening.
- Schedule appointments for doctor, eye doctor, dentist, haircut, conference, etc.
- Buy clothes, shoes, coats, etc.
- Provide first aid for minor hurts.
- Take children to emergency room for major accidents.
- Clean out outgrown clothes.
- Get seasonal clothes out of storage and put out-of-season clothes in storage.
- Read books and journals on parenting and child development.
- Diagnose and solve behavioral, physical, or emotional problems.

### Nurturer

- Give hugs and kisses.
- Tell children you love them.
- Listen to and help children solve problems.
- Read to children.
- Play with children.
- Encourage children's interests.

### Social/Activities Coordinator

- Evaluate and register for children's classes and extracurricular activities.
- Arrange play dates.

- Coordinate summer activities.
- Buy arts and crafts supplies.
- Arrange arts and crafts projects.
- Plan birthday parties.
- Supervise writing thank-you notes for birthday and other gifts.
- Monitor computer usage.
- Monitor video game usage.
- Monitor TV watching.

### Teacher

- Guide child through potty training.
- Supervise cleaning room.
- Supervise picking up toys in other rooms.
- Supervise other chores.
- Supervise homework.
- Sort through school papers.
- Respond to requests from teachers.
- Support school and teacher.
- Participate in school fundraisers.
- Attend school events.
- Teach children religious, moral, and practical lessons at home.
- Give allowance and teach how to take care of money.

## Household Manager

### Chauffer/Transportation Manager

- Transport children.
- Get oil change every three months.
- Pay for yearly state registration.
- Pay for city registration.
- Pay premiums on car insurance.
- Take car in for repairs as needed.
- Take older car in for emission inspection.
- Research new or used cars as needed.
- Shop for new or used car as needed.
- Arrange for car financing as needed.

### Chef/Food Preparer

- Plan menus.
- Make grocery list.
- Do grocery shopping.
- Prepare meals.
- Collect and file menus for restaurants.
- Select restaurants at which to eat.

### Consumer

- Buy clothes, shoes, etc.
- Research household purchases (from best price on groceries to looking at prices, features and payment plans on bigger household purchases).
- Buy or order needed household items not found at grocery store.
- Buy gifts for birthdays, holidays, anniversary, etc.
- Evaluate landline phone plans, cell phone plans, cable plans (if there's competition), utility plans (if there's competition), other services.
- Evaluate health insurance plans at open enrollment, find private insurance if self employed.

### Contractor

- Make appointment for yearly heat check.
- Make appointment for yearly air conditioning check.
- Make appointment for twice yearly rooting of pipes.
- Make appointment for yearly carpet cleaning.
- Find and check references on repair people.
- Make appointments for needed repairs.
- Stay at home to wait for repair people.

### Decorator

- Paint interior walls or hire someone as needed.
- Rearrange furniture and redo decorating as children's, adults, and general family needs change.

### Family Historian

- Take photos.
- Get photos developed.
- Put together photo albums.
- Arrange for studio portraits.
- Mail photos to relatives.
- Write in children's journals.

### Financial Manager

- Pay bills.
- Plan and monitor cash flow.
- Plan and monitor retirement investments.
- Plan and monitor college savings.
- Do federal and state income tax.
- Balance checkbook.
- Look over bank statements.
- Look over credit card statements.
- Shred old credit card receipts.
- Pay premiums on house insurance.
- Pay property tax if not taken care of by mortgage company.

### Gardener

- Mow grass.
- Trim bushes and trees.
- Water flowers and indoor plants.
- Pull weeds.
- Plant flowers and/or vegetables.

### Handyman

- Clean gutters.
- Paint outside of house or hire someone as needed.
- Sweep outside areas.
- Move summer furniture indoors for winter and take it out again in summer.
- Maintain outdoor play equipment.
- Tidy up furniture, toys, and other possessions outside.
- Keep garage neat.
- Shovel snow.
- Rake leaves.
- Make minor household repairs.

### Housecleaner

- Clean up after meals.
- Load and unload dishwasher.
- Hand wash pots, pans, etc.
- Clean kitchen.
- Clean bathrooms.
- Tidy up in other rooms.
- Vacuum.
- Sweep.
- Mop.
- Recycle.
- Dust.
- Empty trash.

#### Lauderer

- Do laundry.
- Take in and pick up dry cleaning as needed.
- Repair clothes as needed.

#### Organizer

- Open mail.
- Maintain household files.
- Return library books.
- Return videos.
- Keep track of memberships, especially membership cards.

#### Pet Sitter

- Fill food and water daily.
- Clean out litter box (for cat) or take for walks (dog).
- Take pet to vet every year.
- Renew pet license with city.
- Brush pet, if necessary.

#### Social Coordinator

- Schedule appointments for doctor, eye doctor, dentist, haircut, etc.
- Keep family schedule.
- Plan family outings.
- Plan vacations.
- Send cards for birthday, anniversary, etc.
- Write holiday letter and/or cards.
- Write thank-you notes for birthday and holiday gifts.

- Make arrangements for nights out with spouse.
- Get babysitter for nights out.

#### Technology Coordinator

- Update computer software and/or hardware.
- Troubleshoot technological devices.
- Get computers or other technology repaired.
- Install and run virus software.
- Install and run spam software if necessary.
- Set up new appliances, electronics, computers, etc.