Daily Responsibilities Checklist

|  |  |
| --- | --- |
| Name: | Date: |
| Responsibility | Completed in expected time |
|  | M[ ]  T[ ]  W[ ]  TR[ ]  F[ ]  |
|  | M[ ]  T[ ]  W[ ]  TR[ ]  F[ ]  |
|  | M[ ]  T[ ]  W[ ]  TR[ ]  F[ ]  |
|  | M[ ]  T[ ]  W[ ]  TR[ ]  F[ ]  |
|  | M[ ]  T[ ]  W[ ]  TR[ ]  F[ ]  |
|  | M[ ]  T[ ]  W[ ]  TR[ ]  F[ ]  |

Daily Responsibilities Checklist

|  |  |
| --- | --- |
| Name: | Date: |
| Responsibility | Completed in expected time |
|  | Su[ ]  M[ ]  T[ ]  W[ ]  TR[ ]  F[ ]  SA[ ]  |
|  | Su[ ]  M[ ]  T[ ]  W[ ]  TR[ ]  F[ ]  SA[ ]  |
|  | Su[ ]  M[ ]  T[ ]  W[ ]  TR[ ]  F[ ]  SA[ ]  |
|  | Su[ ]  M[ ]  T[ ]  W[ ]  TR[ ]  F[ ]  SA[ ]  |
|  | Su[ ]  M[ ]  T[ ]  W[ ]  TR[ ]  F[ ]  SA[ ]  |
|  | Su[ ]  M[ ]  T[ ]  W[ ]  TR[ ]  F[ ]  SA[ ]  |

**Notes on Daily Responsibilities Checklists**

Please adapt these checklists to meet your personal needs. Remember to develop them by holding conversations with your child and, when possible, gaining his or her commitment to meeting the listed responsibilities.

Two checklists are provided, one if the concern is meeting weekday responsibilities, such as getting ready for school, and another if it is for daily responsibilities, such as personal hygiene responsibilities.

These checklists need to be located in areas that are easily accessible but not where they could be easily lost. For example, a morning chores checklist could go up on the refrigerator or on a wall. A homework checklist can be placed in a binder that travels to and from school each day. Or, a digital copy can be placed in an electronic device your child uses each day.

You can use different words for the left-had column but we prefer *Responsibility* to *Task, Chore* or *Job*

*Daily Responsibilities Checklist* can be changed to *Morning Responsibilities Checklist* or *Evening Responsibilities Checklist* if your concern is confined to one of those time frames.