Responsibility & Chore Chart for Tweens & Teens

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Plan weekly responsibilities, build independence and track progress over four weeks

Name _____ Week beginning _____

Top 3 priorities this week

1. _____ 2. _____ 3. _____

Weekly responsibility chart

Write each responsibility and its area (school, home, independence or time management), then tick the days you do it. Not everything needs doing every day.

Responsibility	Area	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
		☐	☐	☐	☐	☐	☐	☐	
		☐	☐	☐	☐	☐	☐	☐	
		☐	☐	☐	☐	☐	☐	☐	
		☐	☐	☐	☐	☐	☐	☐	
		☐	☐	☐	☐	☐	☐	☐	
		☐	☐	☐	☐	☐	☐	☐	
		☐	☐	☐	☐	☐	☐	☐	
		☐	☐	☐	☐	☐	☐	☐	

What went well this week

_____

_____

_____

What I will change next week

_____

_____

_____

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Responsibility Ideas by Age

Name _____ **Week beginning** _____

Responsibility ideas by age

Tick the ideas to try and agree them together. Choose by skills and confidence, not age alone: ideas for ages 11–13 still suit older teens.

Ages 11–13

School

- [ ] Pack my school bag the night before
- [ ] Write homework deadlines in a planner
- [ ] Hand in letters and forms on time

Home

- [ ] Load or empty the dishwasher
- [ ] Sort and put away my own laundry
- [ ] Help prepare a simple meal

Independence

- [ ] Set my own alarm and get up on time
- [ ] Keep track of my keys and bus pass
- [ ] Make my own packed lunch

Time management

- [ ] Plan homework around clubs and activities
- [ ] Use a timer for short, focused work
- [ ] Start getting ready for bed at an agreed time

Ages 14–17

School

- [ ] Contact a teacher when I need help
- [ ] Plan coursework and revision ahead
- [ ] Keep up with school emails and notices

Home

- [ ] Cook a family meal once a week
- [ ] Wash, dry and put away my own clothes
- [ ] Take care of one shared space each week

Independence

- [ ] Manage a budget or allowance
- [ ] Book and attend my own appointments
- [ ] Use public transport on familiar routes

Time management

- [ ] Plan my week, including rest and friends
- [ ] Balance a part-time job or clubs with study
- [ ] Set reminders for deadlines and events

For parents and carers

- Agree responsibilities together and review them every few weeks as skills, school and schedules change.
- Expect some missed days. Talk about what got in the way and what would help, rather than what went wrong.
- Rewards are optional. Noticing effort and handing over more independence often matter more.

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Monthly Responsibility & Independence Tracker

Name _____ **Month** _____

Four-week independence tracker

Choose responsibilities from your weekly chart and write them below. Each week, circle whether you did each one with help (H), with a reminder (R) or independently (I).

Responsibility or skill	Week 1	Week 2	Week 3	Week 4
_____	H R I	H R I	H R I	H R I
_____	H R I	H R I	H R I	H R I
_____	H R I	H R I	H R I	H R I
_____	H R I	H R I	H R I	H R I
_____	H R I	H R I	H R I	H R I
_____	H R I	H R I	H R I	H R I
_____	H R I	H R I	H R I	H R I

Goal for each week

Week 1: _____ **Week 2:** _____ **Week 3:** _____ **Week 4:** _____

Things I now do on my own

_____

_____

_____

_____

_____

Next skill to work on

_____

_____

_____

_____

_____

Support that would help

_____

_____

_____

_____

_____