



married
to the job

Who Does What?

How to Use This Tool: Me / He-She / We

When you're running a business with your partner, it can feel like you're doing everything together - but also like nothing's actually clear.

Who's sorting the invoices? Who's chasing the apprentice? Who's meant to pick the kids up from school?

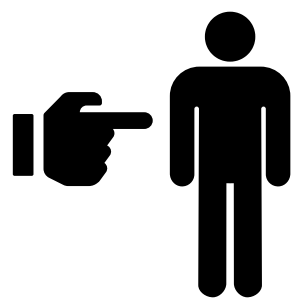
This tool helps you figure out who owns what. It's not about splitting everything 50/50—it's about being clear, fair, and keeping your sanity.

Here's how it works:



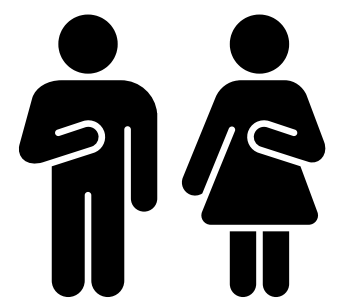
ME

This one's mine
I'll own & sort



HE/SHE

That's theirs to
handle



WE

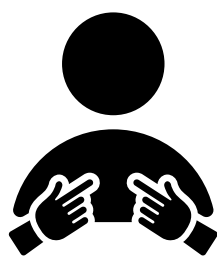
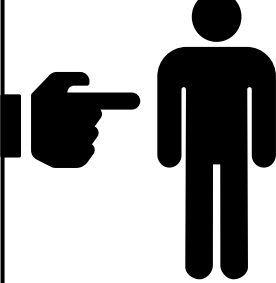
Needs a joint
decision

Go through each task below, talk it out, and mark it up honestly. You'll probably laugh, argue a bit, and then breathe a sigh of relief when it's done.

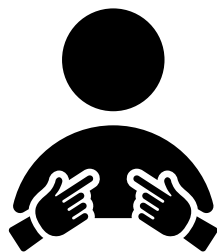
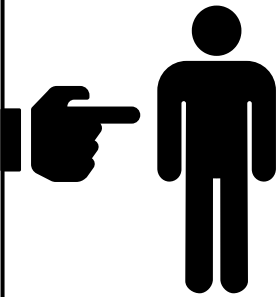
The goal?

Fewer crossed wires. Less stress. And a better chance of still liking each other at the end of the week.

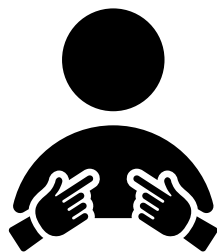
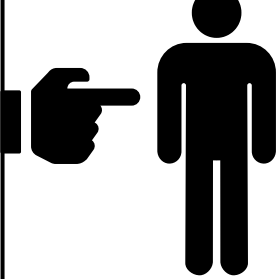
Business Operations

Task / Area				Notes / Rules of Engagement
Job scheduling / weekly planner				Eg: Monday morning planning meeting
Quoting / pricing jobs				
Invoicing customers				
Ordering materials / parts				
Dealing with customers / issues				
Managing subcontractors				
Quality control / job checks				

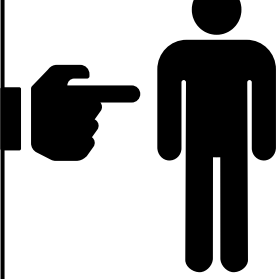
People & Team Management

Task / Area				Notes / Rules of Engagement
Staff hiring / onboarding				
Staff performance / HR issues				
Timesheets & payroll				
Health & Safety oversight				
Toolbox / team meetings				

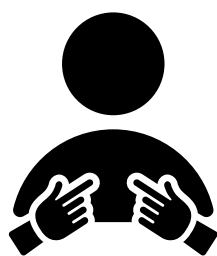
Admin & Compliance

Task / Area				Notes / Rules of Engagement
Paying supplier invoices				
GST, tax, ACC & IRD obligations				
Job management system updates				
Document management/folders				

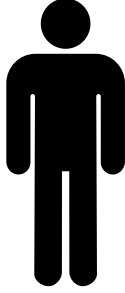
Marketing & Customers

Task / Area				Notes / Rules of Engagement
Social media content and advertising				
Google reviews and follow-up				
Website enquiries and updates				
Branding decisions				

Big Picture & Strategy

Task / Area		 	 	Notes / Rules of Engagement
Business goals and direction				
Pricing structure changes				
Expansion plans and new services				
Taking on big contracts				

Home & Life Logistics

Task / Area		 	 	Notes / Rules of Engagement

Weekly Check-in Questions

Use these quick 5 prompts for a regular check-in every week:

1. What's working well this week?
2. What's feeling overloaded or unfair?
3. Anything we've dropped the ball on?
4. What decisions do we need to make together this week?
5. What's coming up next that we need to prep for?



Our Team



Beth Park

Owner & Director

Specialist in business strategy, workflow system implementation and continuous improvement. Principal contact for all your support.



Michelle Ackroyd

Compliance Specialist

Expertise in H&S, quality and manufacturing compliance, systems documentation, office management and e-commerce.



Michelle Marshall

HR Specialist

Operational expertise in recruitment, onboarding, leadership development, training, change management, remuneration and employment law

Our Onsite Insight team have come from successful corporate careers but we have also all owned our own businesses as well.

We have first-hand experience of what it's like to be a business owner – warts and all – and we understand how you may be feeling, what you might need and how we can help.

We provide down-to-earth support and simple, practical systems that are tailored specifically for small and medium business success.