



How-To Guide: Setting Up Google Workspace for Household Management

Step 1: Create a Shared Family Google Account (Optional but Recommended)

Why: Keeps household documents, calendars, and apps centralized.

Instructions:

- Go to <https://accounts.google.com/>.
- Click 'Create account' → Choose 'For my personal use'.
- Use a handle like: smith.familyhouse@gmail.com.
- Share the login and password with your spouse/partner (store securely).
- Turn on 2-Step Verification under Security Settings for added safety.

Step 2: Set Up Google Drive for Household Files

Why: Central storage hub for documents, records, and plans.

Instructions:

- Visit <https://drive.google.com/>.
- Click 'New' → 'Folder' → Name it 'Family HQ'.
- Inside, create subfolders: Finances, School, House Projects, Medical & Insurance, Pets.
- Upload relevant documents or scan paperwork using Google Drive mobile app.
- Right-click any folder → 'Share' → Add emails of family members and assign permissions.

Step 3: Create and Share Google Calendars

Why: Keeps everyone on the same page — from soccer practice to trash day.

Instructions:

- Go to <https://calendar.google.com/>.
- On the left sidebar, click the '+' next to 'Other calendars' → 'Create new calendar'.
- Make calendars like: Family Events, Kids Schedule, Bills & Reminders, Meal Planning.
- Go to 'Settings and Sharing' → Add family members via email.



- Add recurring events like weekly meal planning, garbage day, and medication reminders.

Step 4: Set Up a Household Budget in Google Sheets

Why: Helps track spending, savings, and prevent financial leaks.

Instructions:

- Go to <https://sheets.google.com/>.
- Click 'Blank' or use a 'budget template'.
- Customize categories: Income, Rent/Mortgage, Utilities, Groceries, Subscriptions.
- Share with partner via 'Share' button.
- Use functions like =SUM(), =IF(), and conditional formatting to automate.