

[BIAS INTERRUPTERS] *small steps big change* 2

Please fill in the blanks below. Put in zero if no time was spent on certain tasks.

				Tell us about the peers you have in mind when answering the previous question		
	On average, how much time did you spend per month on each task below?	How much time do you typically spend per month on each task? (based on last year)	Do you feel you spent more time on this task than your peers with similar seniority and experience (circle answer)	# of peers you have in mind	# of women in your peer group	# of people of color in your peer group
1. Cleaning up after meetings	__ hours __ minutes	__ hours __ minutes	Yes/No			
2. Planning parties and other social events	__ hours __ minutes	__ hours __ minutes	Yes/No			
3. Getting coffee/food for meetings	__ hours __ minutes	__ hours __ minutes	Yes/No			
4. Taking notes at meetings	__ hours __ minutes	__ hours __ minutes	Yes/No			
5. Fetching documents during meetings	__ hours __ minutes	__ hours __ minutes	Yes/No			
6. Handling logistics and scheduling for meetings	__ hours __ minutes	__ hours __ minutes	Yes/No			
9. Keeping track of paperwork	__ hours __ minutes	__ hours __ minutes	Yes/No			
10. Keeping track of budgets	__ hours __ minutes	__ hours __ minutes	Yes/No			
11. Managing documents and data	__ hours __ minutes	__ hours __ minutes	Yes/No			
12.						
13.						

