

[BIAS INTERRUPTERS] *small steps big change*

BIAS INTERRUPTERS FOR ASSIGNMENTS

Office Housework Survey

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?	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	Yes/No			
2. Planning parties and other social events	__hours__minutes	Yes/No			
3. Getting coffee/food for meetings	__hours__minutes	Yes/No			
4. Taking notes at meetings	__hours__minutes	Yes/No			
5. Fetching documents during meetings	__hours__minutes	Yes/No			
6. Handling logistics and scheduling for meetings	__hours__minutes	Yes/No			
9. Keeping track of paperwork	__hours__minutes	Yes/No			
10. Keeping track of budgets	__hours__minutes	Yes/No			
11. Managing documents and data	__hours__minutes	Yes/No			
12.					
13.					
14.					

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How Do I Use This Survey?

- 1. Circulate this short survey to your team.**
- 2. Look at the amount of time each team member is spending on different office housework tasks.**

Do certain groups of people spend more time in general? What about on specific types of work: literal housework, administrative work, undervalued work?

Do certain groups of people feel that they are spending more time, even if the amount of time recorded does not reflect a difference? Start there, then head to the **Bias Interrupters for Assignments: Tools for Managers** toolkit to learn how to level the playing field.

- 3. Help us improve this tool: e-mail us at feedback@biasinterrupters.org**