

[BIAS INTERRUPTERS] *small steps big change*

BIAS INTERRUPTERS FOR ASSIGNMENTS

Office Housework Survey

How much time have you spent on the following tasks compared to peers with similar seniority and experience?

For each task, check the box under the category that most closely corresponds with the amount of time you have spent on a task compared to peers.

	Less than peers	Same amount as peers	More than peers
Admin work – taking notes, finding a time to meet, scheduling meetings, managing paperwork and budgets			
Literal housework – planning parties or showers, getting coffee/food for meetings or cleaning up after			
Undervalued work – mentoring or behind-the-scenes work that has to get done but does not typically lead to promotion			
Opportunities to display knowledge to higher-ups/leadership			
Working on high-visibility/desirable assignments			
Opportunities to gain new knowledge or become a subject matter expert			
Internal or external networking opportunities that are critical for promotions or compensation			
Leading or managing teams			

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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 than their peers? What about on specific types of work: literal housework, administrative work, undervalued work? Start there, then head to the **Bias Interrupters Assignments Toolkit** to learn how to level the playing field.