

BIAS INTERRUPTERS *small steps big change*

Work Allocation Pulse Survey

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

	How much time did you spend on each task below over the past month?	Do you feel you spent more time on this task than peers with similar seniority and experience?	
	Number of minutes	Yes	No
Cleaning up after meetings	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
Planning parties and other social events	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
Getting coffee/food for meetings	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
Taking notes at meetings	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
Fetching documents during meetings	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
Handling logistics and scheduling for meetings	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
Keeping track of paperwork	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
Keeping track of budgets	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
Managing documents and data	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
Creating PowerPoints for someone else to present	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
Setting up the video call for meetings	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
DEI work	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
Comforting colleagues who are upset	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
Editing a report you are not credited on	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
Running an internship program	<input type="text"/>	<input type="radio"/>	<input type="radio"/>
Compiling notes after a meeting	<input type="text"/>	<input type="radio"/>	<input type="radio"/>