

# [ 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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### *Office Housework Survey*

## **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.