



Invisible Work Inventory

Relationship Management

- Listening
- Advising and supporting
- Helping others or asking for help
- Networking
- Building social capital
- Checking in with people
- Collaborating

Planning

- Setting up meetings
- Brainstorming
- Managing your calendar
- Scheduling
- Arranging travel

Learning & Development

- Reading and research
- Formal continuing education
- Required trainings (e.g. company policies)
- Learning new tools
- Training others

Negotiating Change

- Onboarding and offboarding
- Setting up new projects
- Closing out old projects
- Meeting new people
- Implementing new policies
- Responding to trends

Managing Problems

- Dealing with discrimination
- Managing up
- Troubleshooting technical malfunctions
- Defusing conflict

Setting Boundaries

- Evaluating new requests
- Discussing feasibility
- Communicating limitations

Communicating

- Writing and revising
- Crafting a message
- Creating a presentation
- Showing up at meetings

Managing Technology

- Email
- Messaging apps
- Social media
- Software changes and upgrades
- Troubleshooting
- Purchasing equipment

Housekeeping

- Taking care of physical space
- Ordering supplies
- Safety planning
- Moving in or out of a space
- Paying bills