

The ~~House~~ Officework Checklist

- Keep the task list
- Procure the conference room
- Get everyone on the conference line
- Take the meeting notes
- Plan the parties
- Buy the gifts for birthdays/retirements/
baby showers, etc
- Order lunch
- Order office supplies
- Empty trash / recycling bins
- Clean the fridge
- Clean the microwave
- Clean the bathrooms
- Organize lower level employees around
tasks or events
- Serve on committees that are not linked
to revenue or core organizational goals
- Handle routine work vs. work that is central
to business strategy
- Organize off-site events not tied to
strategic goals
- Keep the trains running vs. strategy
and big-picture thinking

Write in your own:

How many items did you check off a routine that was too much like “office housework?”

1-3: I play my part but I have balance

4-6: Whoa, there’s a little too much on my plate

7-10: Yikes! I need to put down this mop and bucket. I’m doing too much “office housework”

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