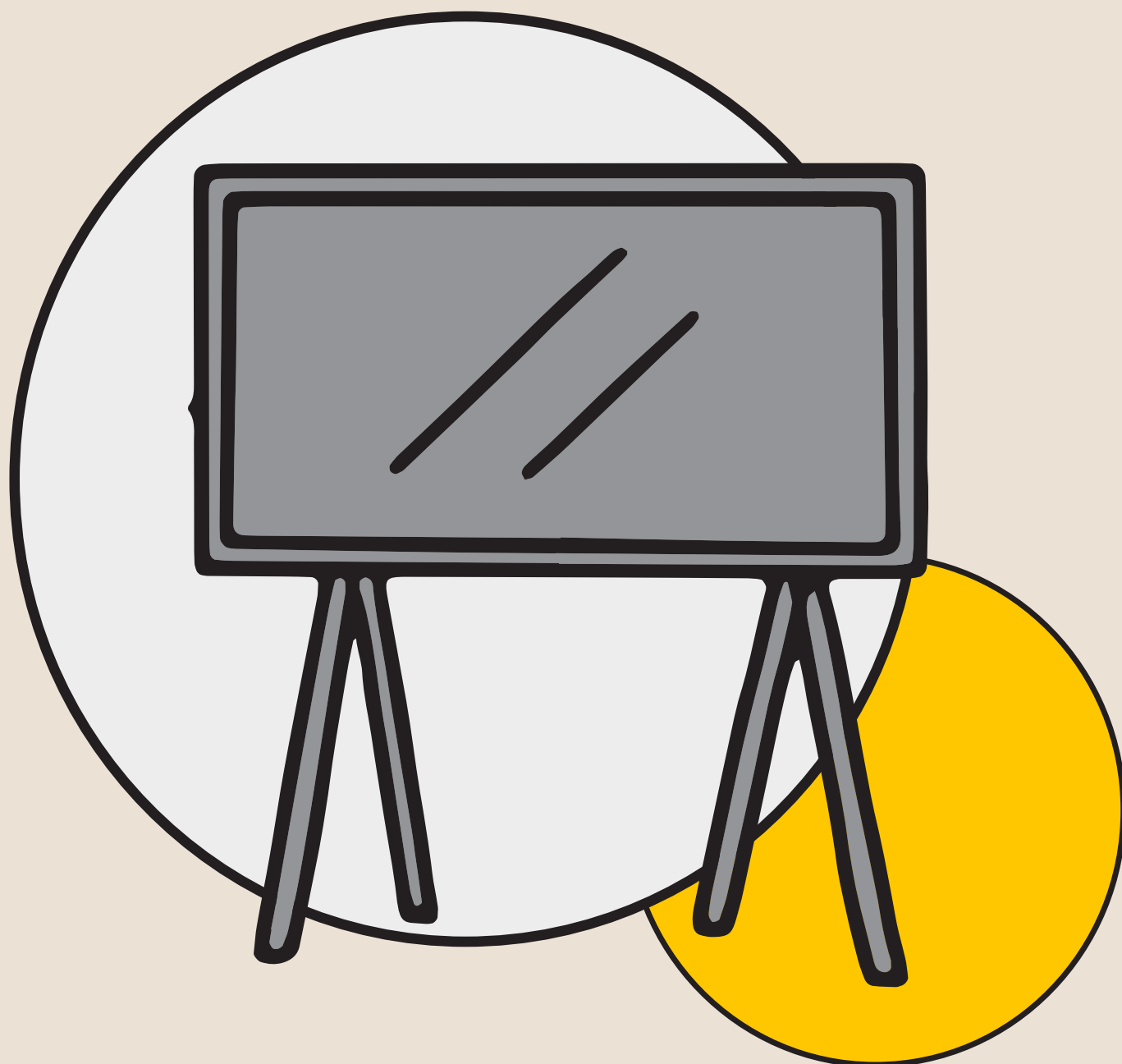


# CARE WORK AT WORK





# CARE WORK AT WORK

## Which tasks do you often do at work?

PART 1

Meetings events	
Check the calendar of those involved and find a free slot	
Book meeting room	
Prepare meeting room	
Ensure that electronic devices (beamer/ computer) are available	
Check facilitation case for completeness .	
Order missing contents in the facilitator's case.	
Provide flipchart paper/paper for the metaplan boards.	
Provide thank-you gifts for (external) speakers at events	
Take care of snacks/catering/drinks orders	
Provide participants with documents	
Assume the function of the timekeeper	
Write minutes	
Offer coffee/tea to those present	
Clean up the meeting room afterwards	
Reminding participants to carry out agreed tasks	

Bathroom	
Ensure that soap, tissues, etc. are available.	
Putting a new toilet roll on the holder	

General	
Gather and provide existing information for joint projects in advance ....	
Take care of broken things and e.g. inform the house management	
Collect and distribute mail from the central office	
Pre-registering and collecting visitors from reception	
Volunteer to take on extra tasks (especially when it comes to 'hard work').	
Remember that there are tasks to be distributed if another person is unavoidably absent.	
Take over tasks from people who are absent	
Help (or be called upon to help), e.g. if the photocopier is jammed.	
Watering plants	
contacting landlord or repair service if something is broken	

Kitchen	
Wash dishes, put used dishes in the dishwasher	
Clear out clean, full dishwasher	
Wipe down surfaces if they are dirty	
Throw old stuff from the fridge into the bin	
Replace used dishcloths/towels	
Reorder/replace used supplies/broken dishes	



# CARE WORK AT WORK

# Test

## Which tasks do you often do at work?

PART 2

Relationships	
Remembering birthdays	
Getting cards and collecting money and signatures	
Thinking of and getting birthday presents	
Thinking of anniversaries	
Thinking of and getting farewell gifts	
Make suggestions for team events	
Organize team events	
Think of greeting cards in time for Christmas and send them to customers	
Know in which family a child will be born and take care of a welcome gift ...	
Do something for the working atmosphere (e.g. chocolate bunnies, Father Christmases ...)	
Create a good atmosphere (e.g. decorate according to occasions/seasons)	
Think about the Christmas party	
Organize the Christmas party	
Think about vegan/vegetarian, gluten-free/lactose-free alternatives for the food.	
Be open to problems	
Actively take up and address problems	
Make an effort to self-regulate	
Make an effort to co-regulate	
Asking colleagues how they are doing with changes	
Advocate for common concerns	
Seek improvement and articulate the need for it	