

# rising tide

CONSULTING

## The Invisible Labor Audit

Leadership and Career Coaching For Women, by Women

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“

Trust.

Authenticity.

Reflection.

Gratitude.

Accountability.

Dear Fellow Professional Woman,  
I see you. You're the one holding everything together.

The late nights, the invisible work, the constant giving while running on empty.

I've been there too: the exhaustion, the self-doubt, the quiet wondering if it's ever going to pay off.

Here's what I've learned: your effort isn't the problem. It's that too much of it goes unseen.

This audit is your first step to change that, to see your hidden work clearly and start making your value visible. You don't have to do more to be seen. You just have to start showing what you already do. Your future self, the one who's recognized, rested, and thriving, is waiting.

With belief in your brilliance,

Raina Gandhi

*Your transformation  
begins here...*





# How To Use This Guide

You're doing more than your job description.

The mentoring.

The note-taking.

The emotional glue that keeps the team running.

That's invisible labor. It's the unrecognized work women often take on that benefits everyone but rarely gets rewarded.

This 10-minute audit helps you:

- ✓ Identify the invisible work you're doing
- ✓ Understand how it impacts your time, energy, and career growth
- ✓ Learn practical ways to make your contributions visible and valued

Recommended Approach:

1. Read through the entire guide first
2. Complete the quick self-assessment to uncover your hidden workload
3. Complete the reflection prompts to identify where your time and effort are going
4. Create a simple framework to start narrating your impact so your value is seen, recognized, and rewarded

You can't advocate for your worth if you don't see how much you're already doing. This audit is your first step toward reclaiming your time, energy, and recognition.



# Step 1: Spot the Invisible Work

## Action Checklist

Review the categories below and check all that apply to you.

### EMOTIONAL LABOR

- ☐ Support colleagues through stress or conflict
- ☐ Manage others' emotions to "keep the peace"
- ☐ Be the "go-to" for advice or encouragement

### OFFICE HOUSEKEEPING

- ☐ Take notes in meetings
- ☐ Clean up shared spaces or organizing tasks
- ☐ Plan celebrations or team events

### ADMINISTRATIVE OVERFLOW

- ☐ Pick up small but time-consuming tasks no one else wants
- ☐ Handle follow-ups or reminders for others
- ☐ Keep the team "on track" even when it's not your role

### DEI OR CULTURE WORK

- ☐ Serve on inclusion, engagement, or culture committees
- ☐ Mentor junior employees (especially women or people of color)
- ☐ Advocate for fairness or better communication practices

### UNPAID EXPERTISE

- ☐ Share ideas or strategic input without credit
- ☐ Coach peers or leaders informally
- ☐ Do "stretch" work that benefits the company but not your career



## Step 2: Reflect on the Impact

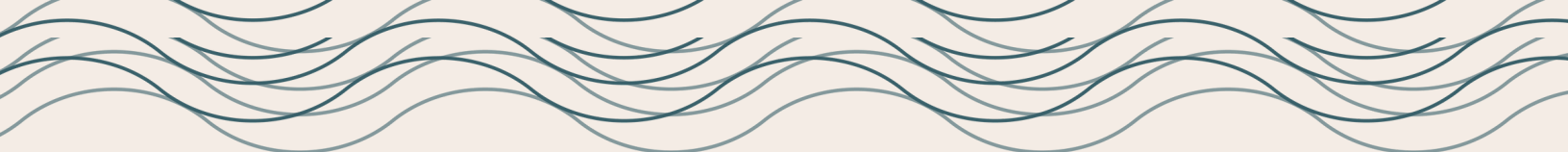
**Take 5 minutes to reflect on these prompts.**

Where is your time going?

Which of these invisible tasks take up the most of your week?

How does this impact your goals?

What priorities suffer because you're carrying this extra work?



What priorities suffer because you're carrying this extra work?

Who benefits most from your invisible labor? List specific people or teams. Seeing it clearly helps you advocate strategically.

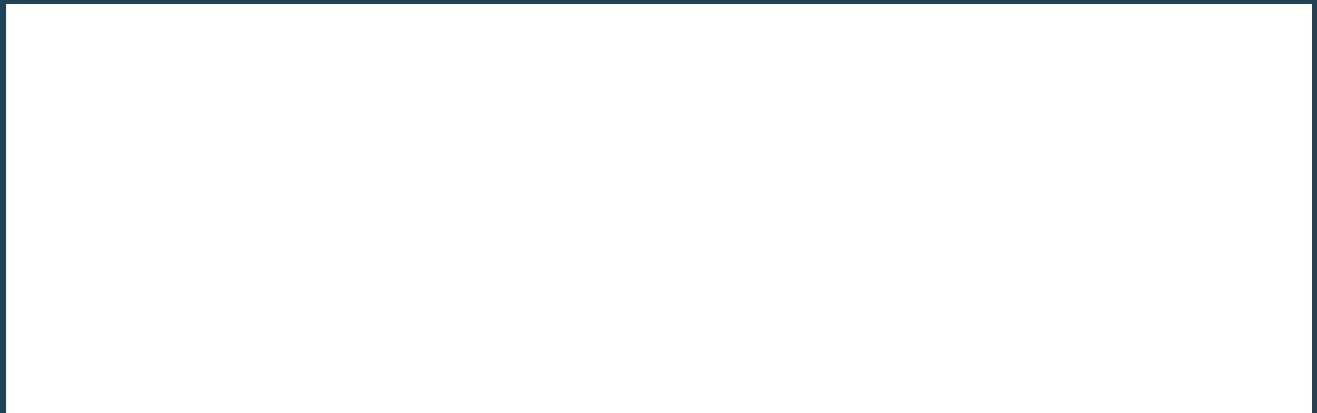
What would change if you said “no” to one thing?

How would that free up time or energy for work that aligns with your goals?

## Step 3: Make Your Value Visible

**Here's how to start turning invisible labor into visible impact.**

**Track it:** Keep a running list of the unseen contributions you make each week.

A large white rectangular box intended for a user to track their contributions over the course of a week.

**Name It in Your Reviews:** Use language that ties invisible work to outcomes.

**Example:** “I’ve helped improve team communication and morale by creating systems for feedback and support.”

A large white rectangular box intended for a user to write an example of how to name their contributions in reviews.



**Redistribute It:** Propose rotating responsibilities or shared ownership of team maintenance tasks. List your ideas here.

**Negotiate It:** If this work is essential, it deserves recognition through title, visibility, or compensation. List your notes here.

“ You don’t need to work harder to be seen. You need to start showing the full story of what you already do.

You Deserve to Be Seen.

Your invisible labor keeps workplaces running but it shouldn’t come at the cost of your growth.

You’ve identified where your effort is going.

Now let’s make sure it gets you where you want to go.

Learn more about how to transform self-awareness into self-advocacy through 1:1 or group coaching with Rising Tide Consulting. Visit [www.risingtideconsultingllc.com](http://www.risingtideconsultingllc.com) to explore how we can help you turn recognition into results.





Every small action you take is  
an act of courage. Every  
boundary you set is an act of  
self-respect. Every negative  
thought you reframe is an act  
of self-compassion.  
Your balanced, resilient future  
is not a destination. It's a daily  
practice. And that practice  
begins now. You've got this.

*Your transformation begins here...*

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