Research has shown that relative to men, women spend more time on low-promotability tasks and less time on high-promotability tasks. This has real implications for women faculty who are seeking tenure and promotion, and women staff who are seeking career growth. This workshop will highlight a series of workplace scenarios that realistically depict these demands for “housekeeping” tasks and allow participants to discuss how to diplomatically and assertively decline these types of tasks in order to protect their time. Research will be shared on the disproportionality of women, and particularly women of color, who are asked to take on low value “office housekeeping” tasks. While these tasks are important, the fact that women are more often asked to take on these tasks is problematic.