

The Invisible Work Inventory

A clarity tool for attorneys and administrative teams to identify where time, energy, and attention are quietly leaking.

Purpose of This Tool

Much of the strain inside a law firm doesn't come from visible workload—it comes from *invisible work*.

Invisible work includes the tasks, decisions, mental load, and follow-ups that: - are assumed rather than assigned - live in someone's head instead of a system - repeat because they were never formally owned

This inventory is designed to surface that work so it can be named, evaluated, and intentionally addressed.

This is not a performance review. This is not a productivity audit.

It is a **clarity exercise**.

How to Use This Inventory

- Complete this individually **before** discussing as a team
- Be descriptive, not judgmental
- Focus on *what exists*, not what *should*

Set aside 30–45 uninterrupted minutes.

Section 1: Work You Regularly Do That Is Not Formally Assigned

List tasks you consistently handle that are not clearly defined in your role, job description, or firm processes.

Task / Responsibility	How Often It Occurs	Why You Think You're Doing It	What Happens If You Don't

Reflection Prompt: - Was this work ever explicitly assigned, or did it emerge by default?

Section 2: Work That Requires You to Remember or Track It Mentally

Identify responsibilities that rely on memory, vigilance, or personal follow-up rather than a system.

Task / Detail	What Triggers It	How You Track It Now	Emotional Cost (Low / Medium / High)

Reflection Prompt: - How much cognitive space does this take outside of working hours?

Section 3: Work That Exists Because Something Is Unclear

This section captures effort created by ambiguity.

Source of Uncertainty	Extra Work It Creates	Who It Impacts	How Often It Occurs

Reflection Prompt: - What could disappear if this were clarified once?

Section 4: Work You Do to Prevent Problems

List tasks you perform primarily to avoid mistakes, delays, or fallout.

Preventative Action	What You're Preventing	Is This Role-Appropriate?	What Would Make This Unnecessary?

Reflection Prompt: - Is this protection structural—or personal?

Section 5: Work That Feels Small but Happens Constantly

Capture repetitive micro-tasks that fragment focus.

Task	Approx. Daily Time	Who Else Touches This	Could This Be Standardized?

Reflection Prompt: - What does this interrupt most often?

Section 6: Energy Assessment

Review everything you listed above.

Answer honestly: - Which items drain energy more than time? - Which items feel invisible but heavy? - Which items create resentment or quiet fatigue?

Top 3 Energy Leaks: 1. 2. 3.

Section 7: Ownership & Design Notes (Optional Team Review)

Use this section in a team or leadership discussion.

Item Identified	Should This Exist? (Yes / No)	Who Should Own It?	Needs System, Clarity, or Elimination?

Closing Note

Invisible work thrives in silence.

Once named, it can be: - redesigned - reassigned - documented - or released

Clarity is not about doing more. It's about carrying less that was never meant to be held alone.

— **Legacy Contracts LLC**

2026 • *Naming the Invisible*