



# EXERCISE: MAKE A CHART, TOO

After making a physical map of your workplace, you can keep track of the essential information in a chart. Charts are easy to update and help you monitor your organizing progress and see where the gaps are.

**Keep it simple.** Create a spreadsheet, using a computer program such as Excel or Google Sheets. Enter one row for each worker, even people you don't have much information about. Make a column for each bit of information you want to track, such as:

- First name
- Last name
- Cell phone
- Email address
- Job title
- Work area
- Shift
- Date of hire
- Wage tier
- Language
- Top issue
- Union member?
- Steward?
- Contract action team member?
- Completed bargaining survey?
- Attended training on X issue?
- Attended rally on Y date?
- Signed up or recruited a new member?

**Keep it up to date.** Charts are only as useful as they are accurate. Print out a copy of your chart to carry around with you. Continually update it, and enlist co-workers to help. This can include filling in gaps in contact information, adding people who are missing from your list, and removing those who have quit, gone on leave, or changed assignments.

**Make a wall chart.** Also make a big version of your chart to display on the wall, with all the names grouped by work area, job, and shift. Color-code it to show your organizing progress, so you can see at a glance where your union is weak and where it's strong. For instance, highlight everyone who has committed to attend a rally, signed a petition, or worn a button. Put a dot beside the name of each steward, activist, or contract action team member.

## SAMPLE CHART

First	Last	Work area	Job	Shift	Cell phone	Email	Wage	Steward	Safety petition 10/31	Grievance training 11/10
Wanda	Smith	X-Ray	Tech	Day	123-456-7890	wandasmith@123.com	\$15.02	X	X	
George	Hernandez	Med Rec	Clerk	Eve	234-567-8901		\$16.73		X	X



