

Employee workload survey

Please do not put your name on this form. Answers are only ever read as team totals, and we will share what we found and what changes next.

Team

Date

For each statement, tick one box from 1 (strongly disagree) to 5 (strongly agree).

1 How would you describe your workload right now?

- ☐ Far too much ☐ A bit too much ☐ About right ☐ A bit too little ☐ Far too little

STATEMENT	STRONGLY DISAGREE					STRONGLY AGREE				
2 I can finish my work within my normal hours.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
3 The deadlines I am given are realistic.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
4 I know what to do first when everything is urgent.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
5 Work is shared out fairly in my team.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
6 I can take the breaks I am entitled to.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
7 I can switch off from work in my own time.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
8 My manager steps in when my load gets too much.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
9 I have time to do my work well, not just fast.	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

10 In a typical week, how many hours do you work in total?

- ☐ Under 35 ☐ 35 to 40 ☐ 41 to 48 ☐ 49 to 54 ☐ 55 or more

11 What adds most to your workload right now? (tick all that apply)

- ☐ Short staffing ☐ Meetings ☐ Interruptions ☐ Unclear priorities ☐ Admin ☐ Delays

12 What one change would make your workload more manageable?

Optional questions (1 of 3)

Add any of these to the core questions. Keep the numbering running on from page one.

Hours and extra time

13 In the last four weeks, how often did you work past your normal hours?

☐ Never ☐ Once or twice ☐ Every week ☐ Most days

14 On a typical workday, how much unpaid extra time do you work?

☐ None ☐ Under 30 min ☐ 30 to 60 min ☐ 1 to 2 hours ☐ Over 2 hours

15 How often do you answer work messages outside working hours?

☐ Never ☐ Rarely ☐ Sometimes ☐ Often ☐ Always

STATEMENT	STRONGLY DISAGREE				STRONGLY AGREE
16 I can take my leave without work piling up.	☐	☐	☐	☐	☐
17 Compared with a year ago, my workload has:					
☐ Gone up a lot ☐ Gone up a little ☐ Stayed the same ☐ Gone down					

Where the time goes

18 About how many hours a week do you spend in meetings?

☐ Under 2 ☐ 2 to 5 ☐ 6 to 10 ☐ 11 to 15 ☐ Over 15

19 On a typical day, how long can you work without interruption?

☐ Under 30 min ☐ 30 to 60 min ☐ 1 to 2 hours ☐ Over 2 hours

STATEMENT	STRONGLY DISAGREE				STRONGLY AGREE
20 Most of my time goes on the work my role is for.	☐	☐	☐	☐	☐
21 Which of these could stop, shrink or move to someone else? (tick all that apply)					
☐ Status reports ☐ Recurring meetings ☐ Data entry ☐ Approvals ☐ Copied-in email ☐ None					

22 Which task takes more of your time than it should?

Optional questions (2 of 3)

Add any of these to the core questions. Keep the numbering running on from page one.

Pressure and warning signs

23 How often do you finish the workday with nothing left for the evening?

☐ Never ☐ Rarely ☐ Sometimes ☐ Often ☐ Always

24 In the last month, has your workload affected any of these? (tick all that apply)

☐ Sleep ☐ Health ☐ Family time ☐ Quality of work ☐ Mood ☐ None of these

STATEMENT	STRONGLY DISAGREE				STRONGLY AGREE
25 I could keep up this pace for the next six months.	1	2	3	4	5
26 I feel able to say when I have too much on.	1	2	3	4	5
27 In the last six months, has your workload made you think about leaving?	☐ No ☐ Once or twice ☐ Often				

Capacity and room for more

28 How many projects, clients or cases are you handling right now?

☐ 1 to 2 ☐ 3 to 5 ☐ 6 to 10 ☐ 11 to 20 ☐ Over 20

29 Could you take on more work in the next month?

☐ Yes, easily ☐ Yes, a little ☐ Only if something stops ☐ No

STATEMENT	STRONGLY DISAGREE				STRONGLY AGREE
30 Work arrives at a steady pace, not in sudden peaks.	1	2	3	4	5
31 When a colleague is away, what usually happens to their work?	☐ A plan covers it ☐ It is shared fairly ☐ Most lands on me ☐ It waits for them				

About you (optional)

32 Which best describes your role?

☐ Team member ☐ Team lead ☐ Manager ☐ Prefer not to say

Optional questions (3 of 3)

Add any of these to the core questions. Keep the numbering running on from page one.

About you (optional) (continued)

33 Where do you do most of your work?

☐ On site ☐ Hybrid ☐ Remote ☐ Prefer not to say

34 What hours are you contracted for?

☐ Full time ☐ Part time ☐ Shifts or rota ☐ Prefer not to say

Thank you. Your answers are anonymous.

poll-maker.com/cp-employee-workload