

Workload survey results

Team _____

Date _____

Number of answers _____

Tally how many employees ticked each box. Percent agree = (number of 4s + number of 5s) divided by the total, times 100.

STATEMENT	1	2	3	4	5	TOTAL	% AGREE
1. I can finish my work within my normal hours.							
2. The deadlines I am given are realistic.							
3. I know what to do first when everything is urgent.							
4. Work is shared out fairly in my team.							
5. I can take the breaks I am entitled to.							
6. I can switch off from work in my own time.							
7. My manager steps in when my load gets too much.							
8. I have time to do my work well, not just fast.							

What adds most to your workload right now

SHORT STAFFING	MEETINGS	INTERRUPTIONS	UNCLEAR PRIORITIES	ADMIN	DELAYS

Strengths

The two statements with the highest percent agree.

Two workload fixes to make first

The two statements with the lowest percent agree.

What the open answers say

Sort the comments into three or four themes.

You said, we will

What the team told us about workload, and the changes we are making.
