

Workplace productivity survey

Leave your name off this form. We read the answers team by team to find what slows work down, and we will tell you what we change first.

Team

Date

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

- 1 Compared with your best weeks, how productive was your last working week?
- ☐ Far below my best
- ☐ A bit below my best
- ☐ About usual
- ☐ Close to my best
- ☐ One of my best

STATEMENT	STRONGLY DISAGREE					STRONGLY AGREE				
2 I know which of my tasks matter most right now.	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5					
3 The software and equipment I use let me work without delays.	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5					
4 I get enough uninterrupted time for work that needs concentration.	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5					
5 The meetings I go to help me get my work done.	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5					
6 Approvals and sign-offs rarely hold up my work.	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5					
7 I can find the information I need without chasing people for it.	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5					
8 Work I need from other teams arrives when I need it.	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5					
9 My training has prepared me for the work I do now.	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5					

- 10 What got in the way of your work most in the past two weeks? (tick all that apply)
- ☐ Interruptions
- ☐ Meetings
- ☐ Slow tools
- ☐ Waiting on others
- ☐ Shifting priorities
- ☐ Hunting for information

- 11 In a typical week, about how many working hours do you lose to things that get in your way?
- ☐ None
- ☐ Under 2
- ☐ 2 to 5
- ☐ 6 to 10
- ☐ More than 10

12 What one change would help you get more of your best work done?

Optional questions (1 of 3)

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

Focus, interruptions and meetings

13 At what time of day do you do your best work?

☐ Early morning ☐ Mid-morning ☐ Afternoon ☐ Evening ☐ It varies

14 How often do messages or alerts pull you away from a task?

☐ Never ☐ Rarely ☐ Sometimes ☐ Often ☐ Always

STATEMENT

STRONGLY
DISAGREE

STRONGLY
AGREE

15 In my team it is fine to mute messages while I concentrate.

1

2

3

4

5

16 How many of your meetings last week could have been a message instead?

☐ None ☐ One or two ☐ About half ☐ Most of them

17 Where do you get your most focused work done?

☐ At my usual desk ☐ In a quiet room ☐ At home ☐ Somewhere else

Tools and systems

18 How often does a tool or system problem stop your work?

☐ Never ☐ Once a month or less ☐ Every week ☐ Most days

19 When a tool breaks, how many hours or days pass before it works again?

☐ Under an hour ☐ Same day ☐ Next day ☐ Several days

20 How often do you type the same information into more than one system?

☐ Never ☐ Rarely ☐ Sometimes ☐ Often ☐ Always

21 How often do you use AI tools to help with your work?

☐ Never ☐ Monthly or less ☐ Weekly ☐ Daily ☐ Many times a day

22 Which tool or system slows you down the most, and how?

Optional questions (2 of 3)

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

Goals, feedback and support

STATEMENT	STRONGLY DISAGREE				STRONGLY AGREE
23 I know how the quality of my work is judged.	1	2	3	4	5
24 When I raise an obstacle, my manager helps remove it.	1	2	3	4	5
25 I can see how my work adds to what my team is trying to achieve.	1	2	3	4	5
26 How often do you get useful feedback on your work?					
☐ Weekly ☐ Monthly ☐ A few times a year ☐ Rarely or never					

Processes and handoffs

27 How many people must sign off a routine request in your area?

☐ None ☐ One ☐ Two ☐ Three or more ☐ Not sure

STATEMENT	STRONGLY DISAGREE				STRONGLY AGREE
28 The reports I prepare get read and used.	1	2	3	4	5
29 Which step in your work could be dropped with no loss?					

Remote and hybrid work

30 Where do you get more done?

☐ In the office ☐ At home ☐ About the same ☐ Depends on the task

STATEMENT	STRONGLY DISAGREE				STRONGLY AGREE
31 My setup at home lets me work as well as I do in the office.	1	2	3	4	5
32 On office days I do work that is worth the trip in.	1	2	3	4	5
33 On remote days I can get quick answers from the people I need.	1	2	3	4	5

Optional questions (3 of 3)

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

About you (optional)

34 Which best describes your role?

- ☐ Individual contributor ☐ Team lead ☐ Manager ☐ Prefer not to say

35 Where do you work most of the time?

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

36 How long have you worked here?

- ☐ Under 1 year ☐ 1 to 3 years ☐ 4 to 10 years ☐ Over 10 years

Thank you. Your answers are anonymous.

poll-maker.com/productivity