

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

What got in the way of your work most in the past two weeks

INTERRUPTIONS	MEETINGS	SLOW TOOLS	WAITING ON OTHERS	SHIFTING PRIORITIES	HUNTING FOR INFORMATION

Strengths

The two statements with the highest percent agree.

Two blockers to remove 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 slows our work down, and the first things we are changing.
