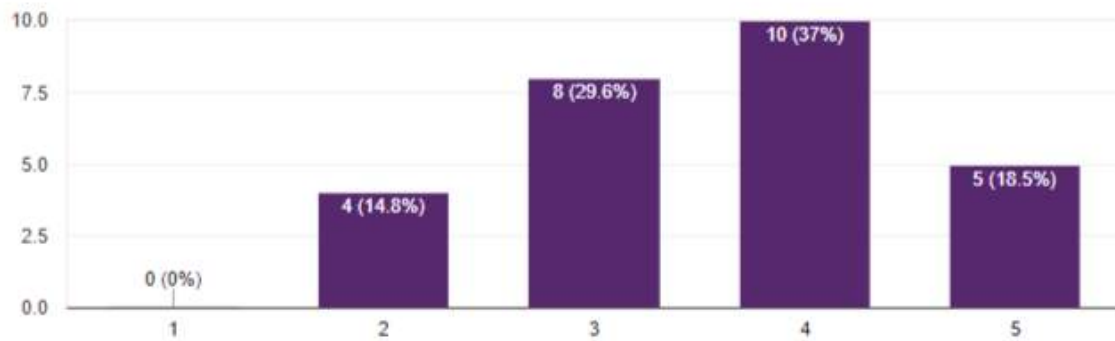


## GENERAL PRODUCTIVITY AND HEALTH

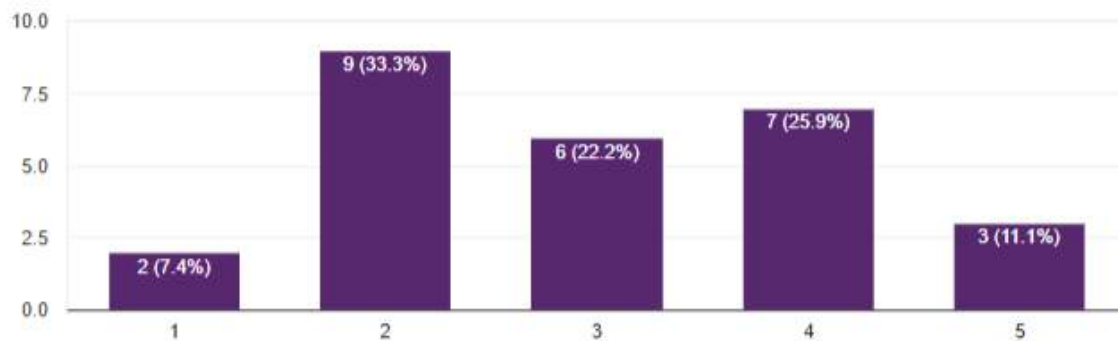
On a scale of 1-5, how would you rate your productivity at work?

27 responses



On a scale of 1-5, how would you rate your ability to reboot your energy and be present when not working?

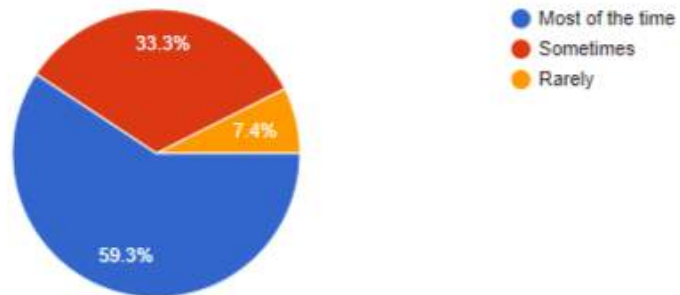
27 responses



## COMMUNICATION

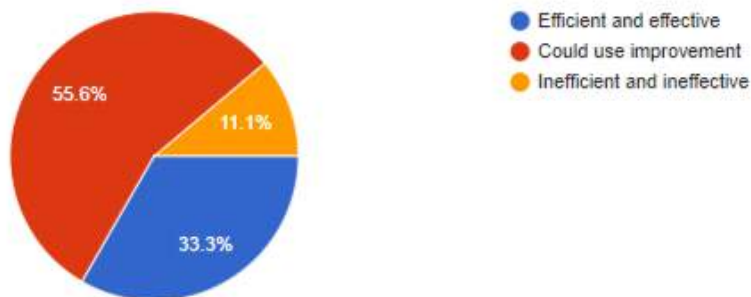
I suffer from email, text, and/or instant message reactivity and telepressure.

27 responses



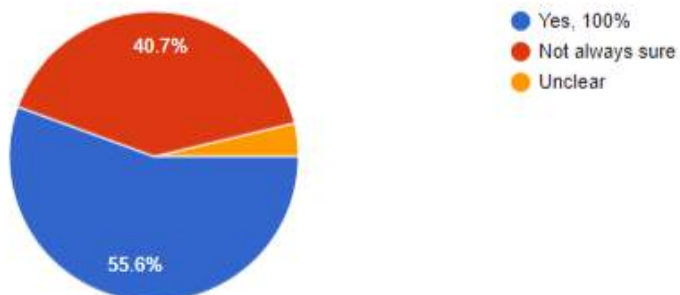
I believe my email, instant message, and text behavior is

27 responses



I know which channels to use - email, text, project management system, Slack, MS Teams - for different types of communication.

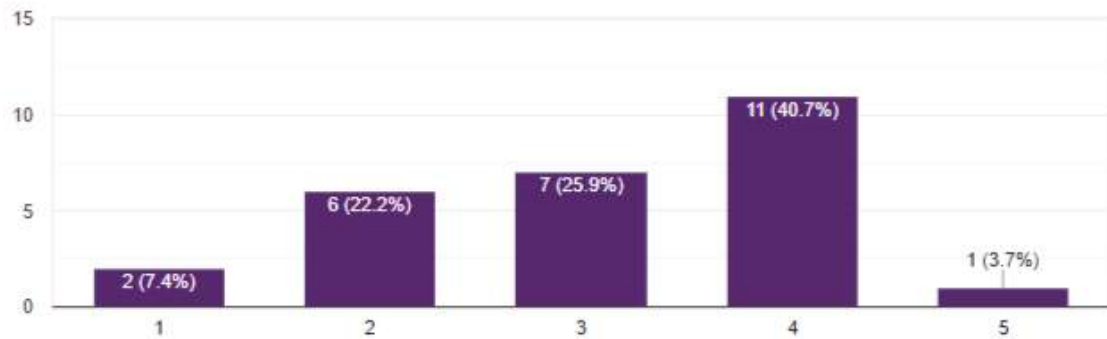
27 responses



## TASK

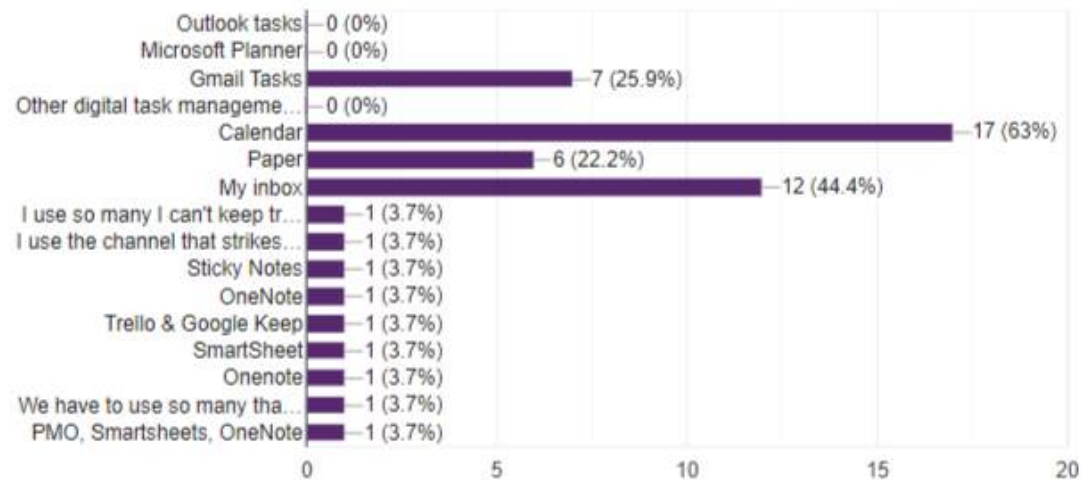
I have an effective system for task management.

27 responses



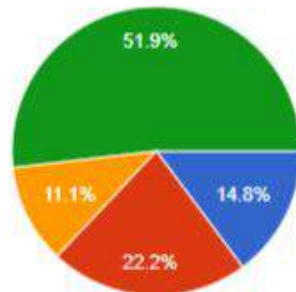
My top two tools for managing tasks is

27 responses



My typical way to prioritize is to

27 responses

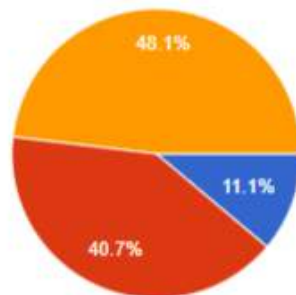


- Pick the easiest and quickest tasks first.
- Put fires out as they occur.
- Procrastinate until I have to cram to finish.
- Look at what is truly necessary and schedule according to my calendar and energy levels.

## TIME

I spend approximately X amount of time in meetings per week.

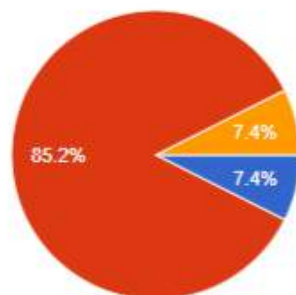
27 responses



- Less than 10 hours
- 11-20 hours
- 21-40 hours

The average length of my meetings are

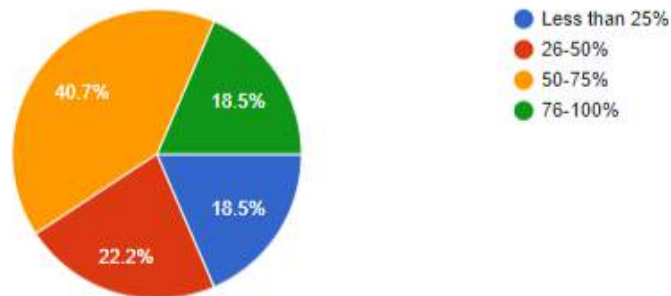
27 responses



- Less than 30 minutes
- 31-60 minutes
- 61+ minutes

In the last week, X% of my meetings had a clear purpose and agenda sent in advance.

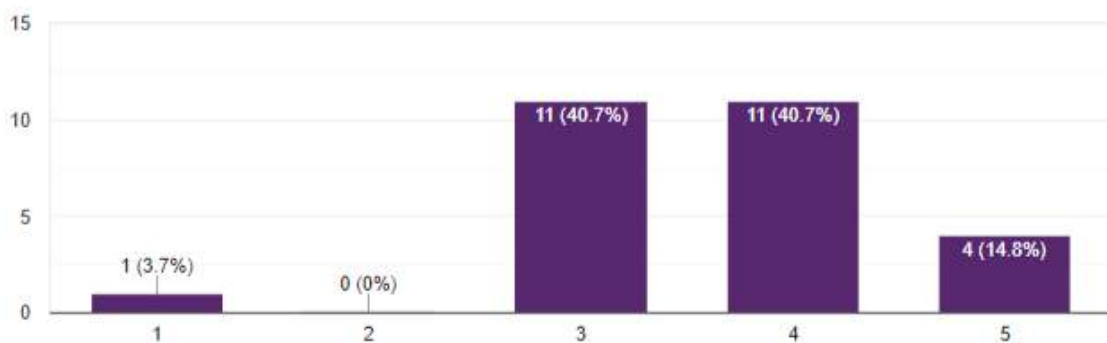
27 responses



## FOCUS

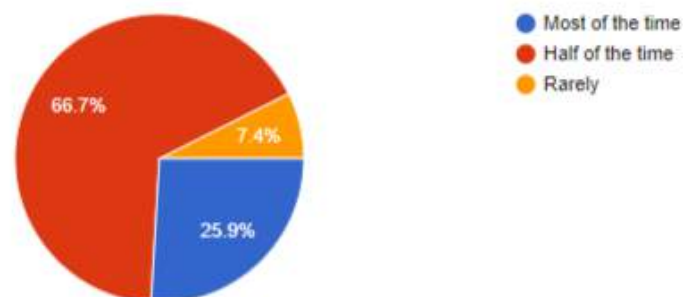
Among the many tasks I have, I know what is most important to focus on at any given time.

27 responses



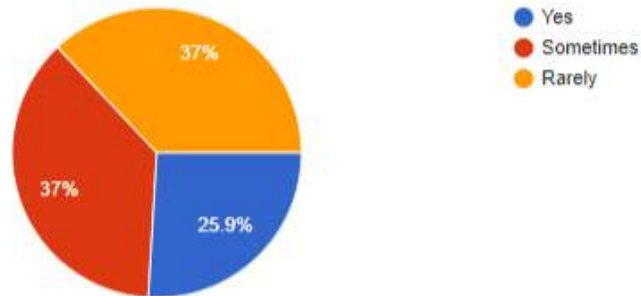
I multitask during meetings by checking messages or working on another project.

27 responses



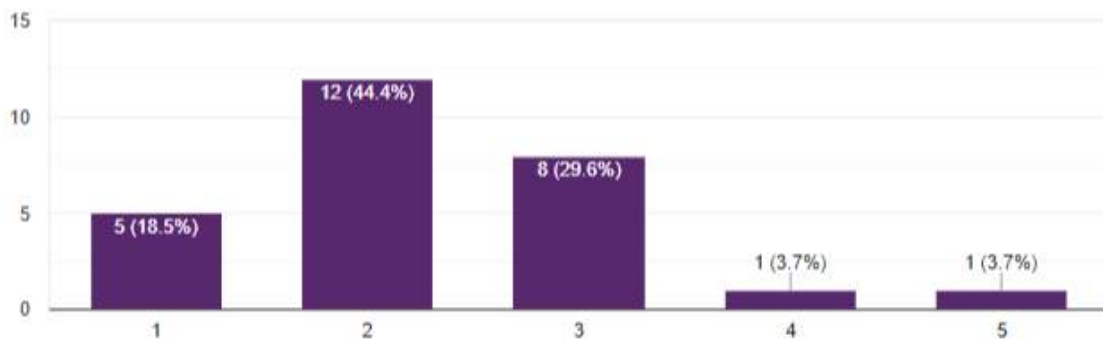
I get distracted by newsfeeds, social media, text messages or internet surfing during work hours.

27 responses



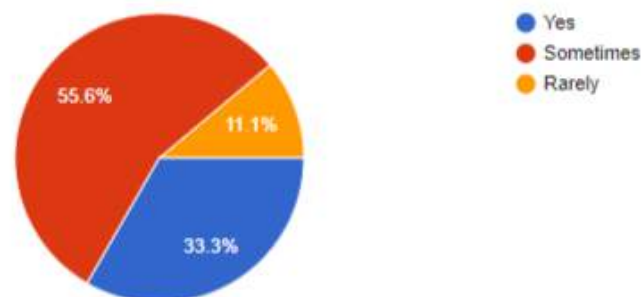
I give myself the opportunity to unplug or take regular time away from digital devices.

27 responses



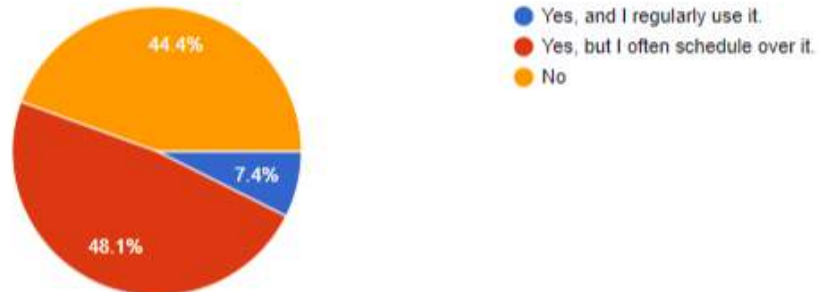
I am able to manage work or personal interruptions to stay focused.

27 responses



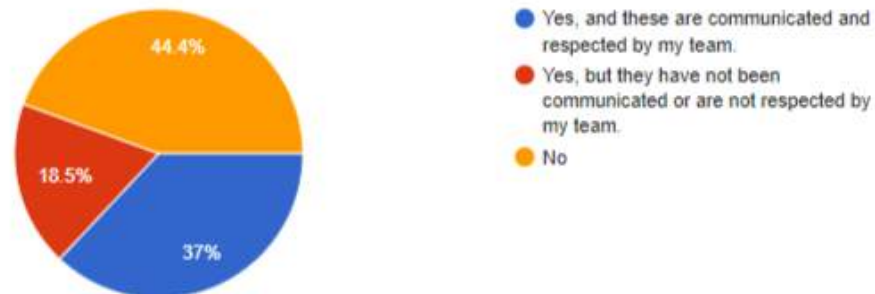
I regularly carve out time for myself during working hours to do focused work or think strategically.

27 responses



I have boundaries around my work time and personal time for team members to contact me.

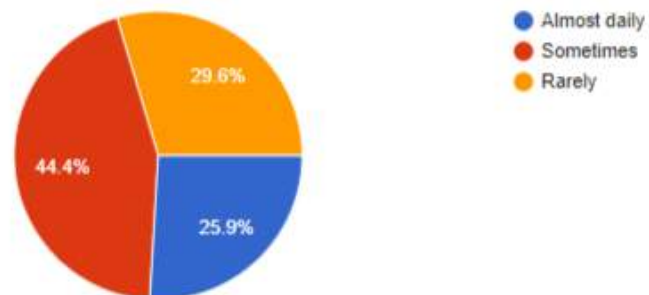
27 responses



## RECHARGE

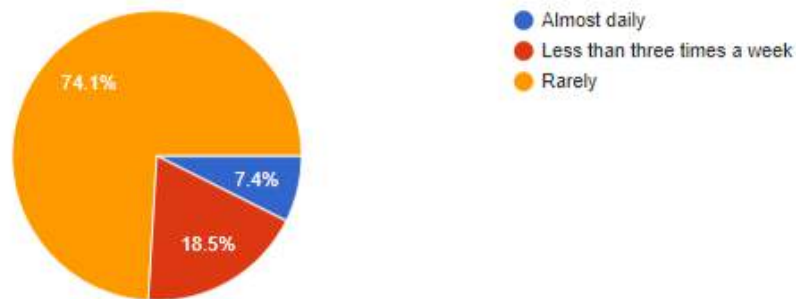
I take breaks throughout the day to reboot my energy.

27 responses



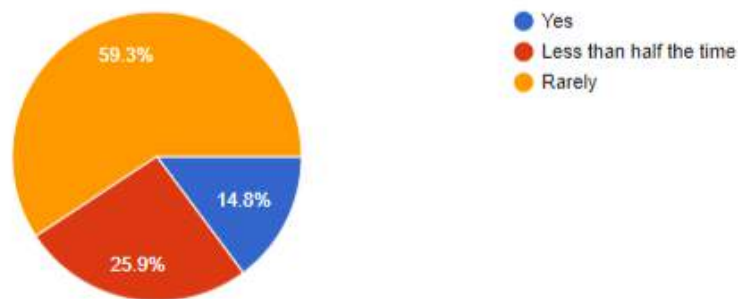
I take a screen-free lunch

27 responses



I have a proper transition mentally or physically to and from work/personal time.

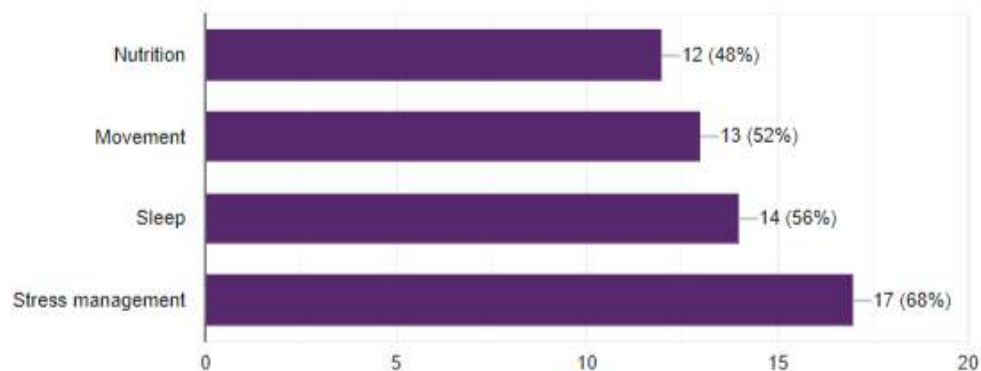
27 responses



## HEALTH

The areas I need the most guidance in are

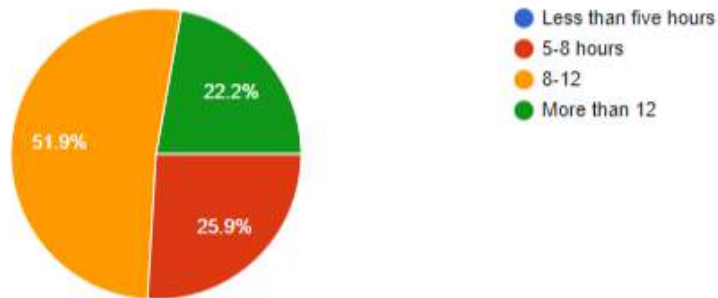
25 responses





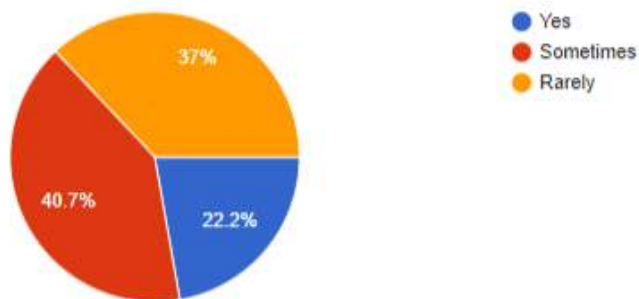
I sit approximately X hours a day.

27 responses



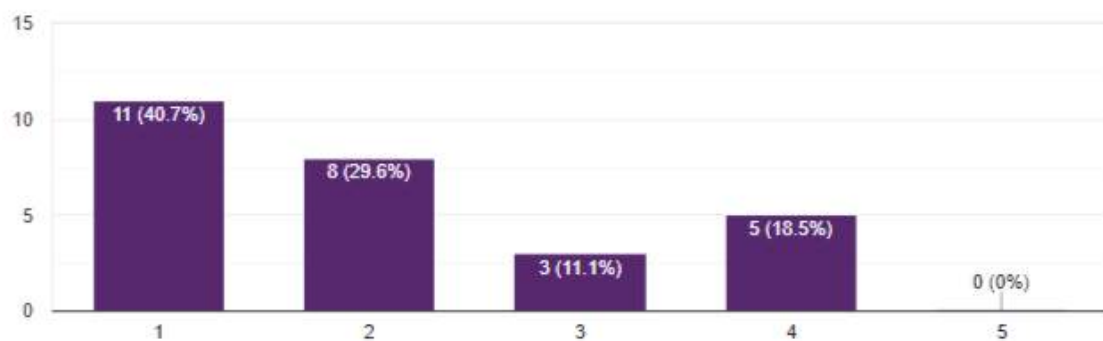
I look for Movement Opportunities throughout the day.

27 responses



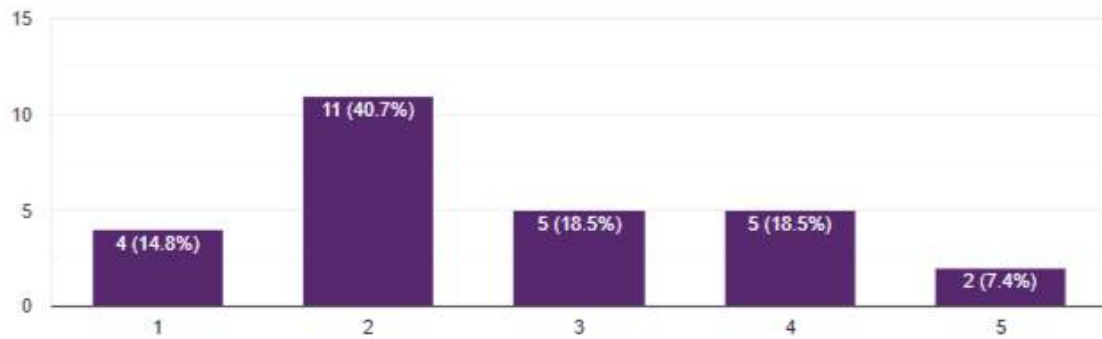
I feel stressed and tired.

27 responses



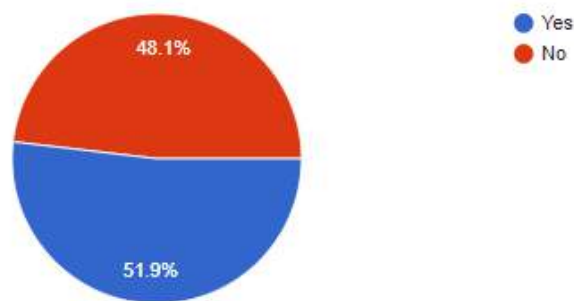
I get good quality sleep.

27 responses



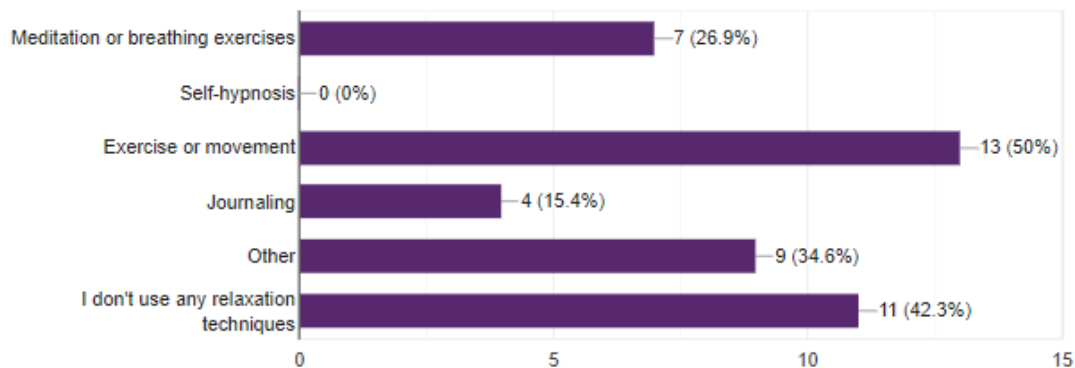
I make healthy, nutritious food choices 80% or more of the time.

27 responses



I have relaxation techniques I use regularly that work for me.

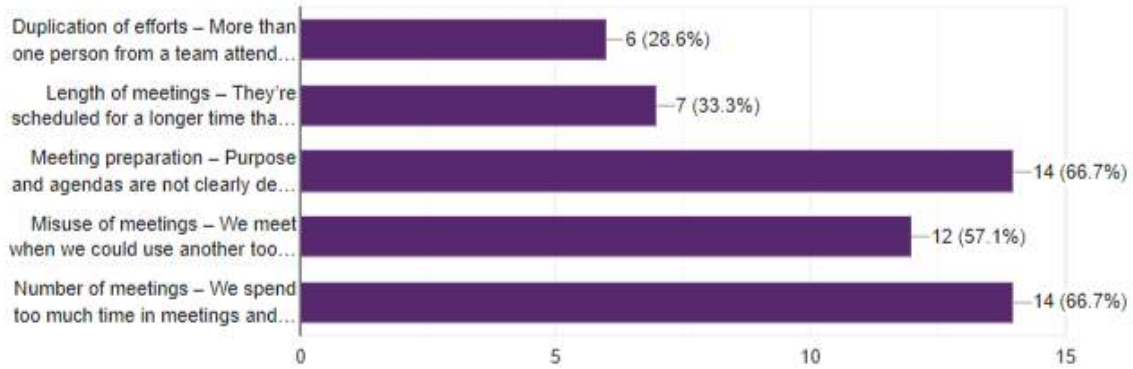
26 responses



## TEAM DYNAMICS

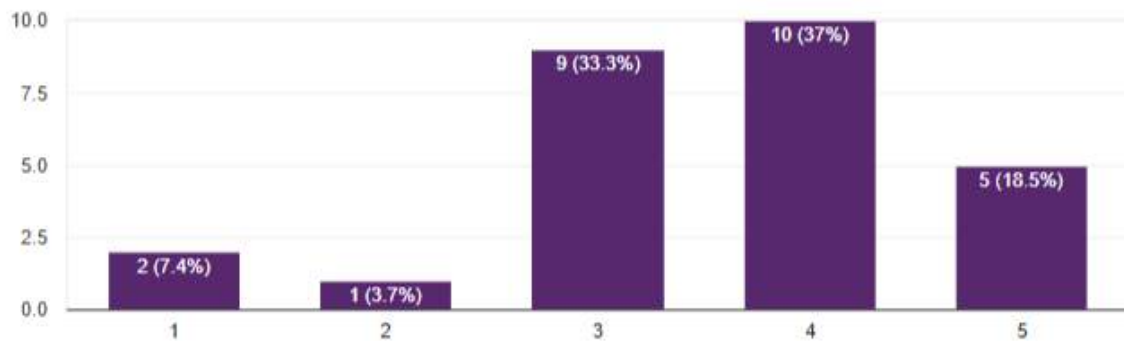
My team falls into these traps that hinder the effectiveness of our meetings:

21 responses



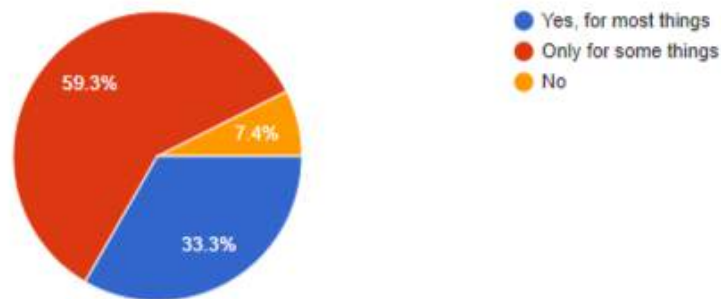
Our team has clearly defined roles and responsibilities.

27 responses



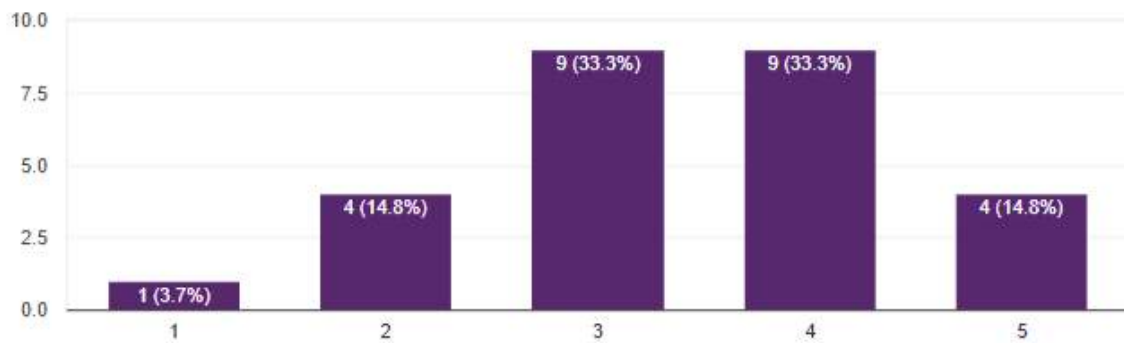
We are able to make decisions efficiently and have decision trees for how to escalate.

27 responses



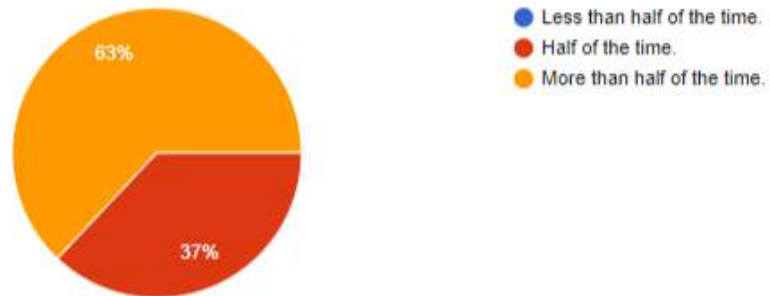
Our goals and priorities for our team are clearly defined, communicated, and revisited regularly.

27 responses



We make effective use of our team meeting time.

27 responses



Our team genuinely cares about each other's wellbeing.

26 responses

