



Productivity Survey Results

Driving Productivity through MS Teams®



TEAM & INDIVIDUAL TIME
MANAGEMENT



ACCOUNTABILITY & STRATEGIC
PLANNING



MEASURABLE GOALS



BEHAVIOR MODIFICATION
& CHANGE MANAGEMENT



RESULTS

Purpose and Background

This report provides information regarding changes the group experienced in overall productivity, and behaviors related to key Driving Productivity through MS Teams!® methodologies and adoption of Microsoft Teams tools.

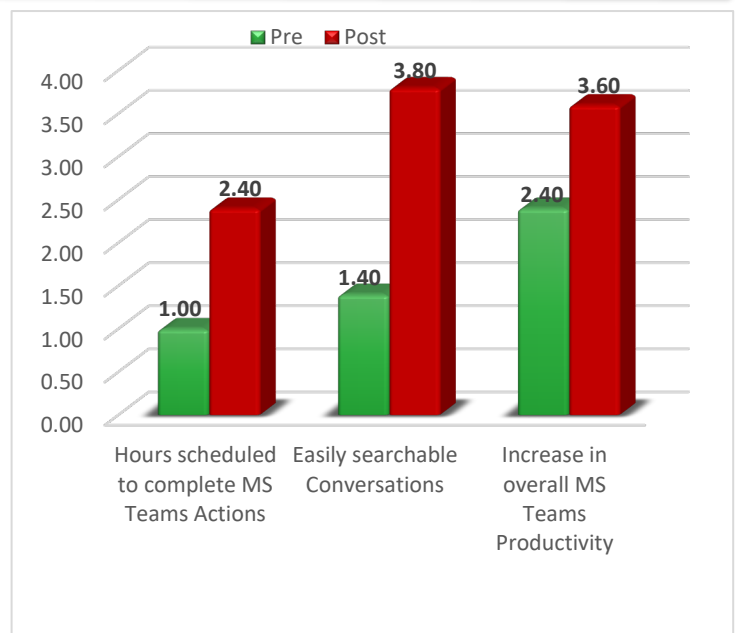
The pre-survey was administered during the in-person training session on **February 28, 2019**. The post-survey was sent via email 4 weeks later. A reminder email was provided three times, yielding a response rate of **62%**. 5 out of 8 participants completed both surveys and their responses were used to generate the results outlined in this report.

Many survey questions ranged from 1-5 ('not at all' to 'all the time') while some questions were open-ended and the actual number was input by the participant. The results can be used to celebrate positive behavioral changes and explore ways to further success as well as consider areas for improvement.

Key Results

Time Management

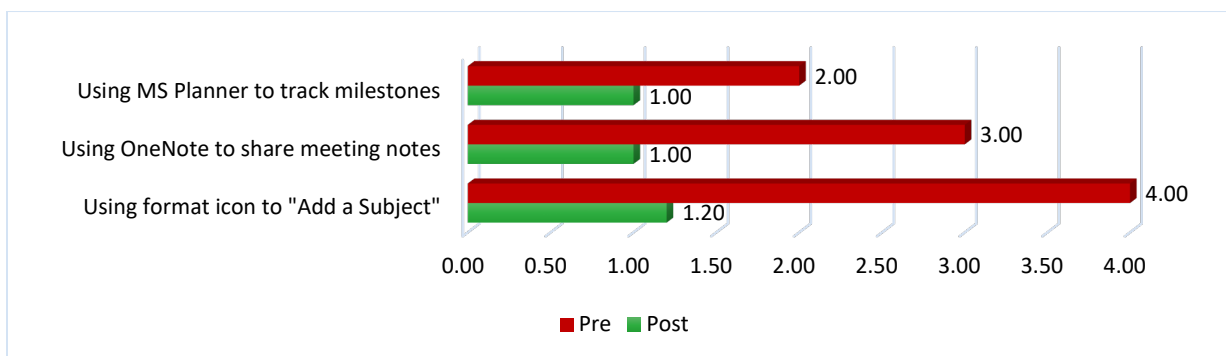
- **50% increase** in overall productivity in MS Teams.
- **140% increase** in hours scheduled to complete actions you've identified in Teams.
- **170% increase** in creating Conversations that are easily searchable.
- **13% increase** in using Teams consistently to collaborate on projects



Participants report a 38% increase in using Team Channels that produce desired outcomes that support team goals.

MS Teams Utilization

- **233% increase** in using the format icon to “Add a Subject” for new conversation from 1.2 to 4.0.
- **220% increase** to filter @ mentions and replies using the Activity Tab from 1.0 to 3.2.
- **25% increase** in using @mention to notify others of actions required from 3.2 to 4.0.
- Participants report using “Save this Message” **60% more** often to track actionable items
- Participants report using the File Tab in Teams to store collaborative documents 144% more often after the training.
- **200% increase** in using OneNote to share meeting notes
- **100% Increase** in using MS Planner to track milestones and deliverables.



Continuing Education

The group made some great changes in the 4 weeks between Pre-Post Productivity Survey data collection. To sustain these changes and further increase the ROI from the initial training, the following recommendations are suggested based on your team’s specific survey results.

- Consider establishing standardized expectations around the use of Teams.
- Optimizing Teams program to optimize Teams as tool to clarify goals, build a planning system and
- To provide additional productivity solutions, consider having the team participate in the Personal Productivity: Take Back Your Life session
- Given varying expectations observed in the room, consider a team alignment or team accountability program to increase partnership.

Survey Questions & Group Change Data

Question	Avg Pre	Avg Post	% Change
1. How many hours do you schedule on your calendar to complete the action items you've identified in Teams?	1.00	2.40	140%
2. How consistently is your team using Microsoft Teams to collaborate on projects?	3.20	3.60	13%
3. How consistently are you using Channels in Microsoft Teams to gather data and information to support project outcomes?	2.80	3.80	36%
4. How consistently are you using OneNote to share meeting notes?	1.00	3.00	200%
5. Are you creating Conversations that are easily searchable?	1.40	3.80	171%
6. Do you use the format icon to "Add a Subject" for all New Conversations?	1.20	4.00	233%
7. Do you use a standard format to create productive Conversations in Teams?	2.00	3.80	90%
8. Do you use the Activity Tab to filter @mentions and replies?	1.00	3.20	220%
9. Do you use the File Tab in Teams to store collaborative documents?	1.80	4.40	144%
10. Do you use "Save this Message" to track actions?	1.00	1.60	60%
11. Do you use @mention to notify others of actions required?	3.20	4.00	25%
12. Do you use MS Planner to track milestones and deliverables?	1.00	2.00	100%
13. Do your Team Channels produce desired outcomes that support Team goals?	2.60	3.60	38%
14. How would you rate your overall productivity in using Microsoft Teams?	2.40	3.60	50%