



# Productivity Survey Results

Take Back Your Life!®



## Purpose and Background

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This brief report provides information about changes the group experienced in their overall productivity, balance and behaviors related to key *Take Back Your Life!* methodologies and Outlook tools.

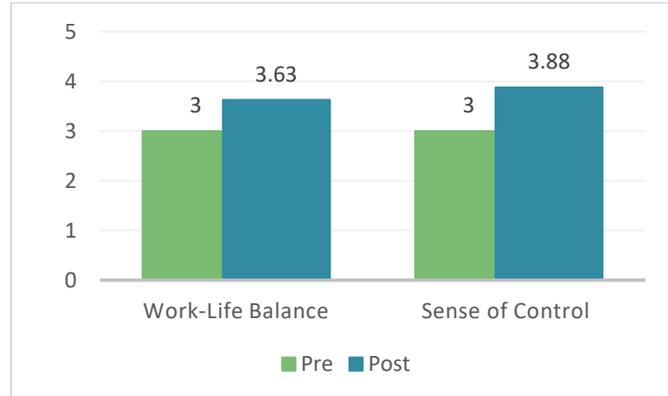
The pre-survey was administered during the in-person training and the post-survey was sent via email 4 weeks later. Participants completed both surveys and their responses were used to generate the results outlined below. These results can be used to celebrate positive behavioral changes, explore ways to continue that success and consider areas for further improvement in the group's productivity.

## Key Results

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### Well-Being

- 21% increase in overall satisfaction with work-life balance.
- 29% increase in overall sense of control at the end of the day.



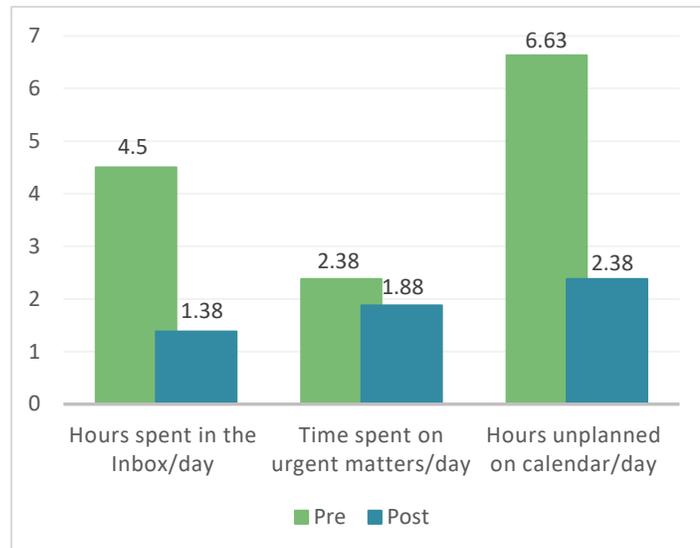
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*Participants report a 43% increase in better managing their tasks and calendar to align with their main objectives.*



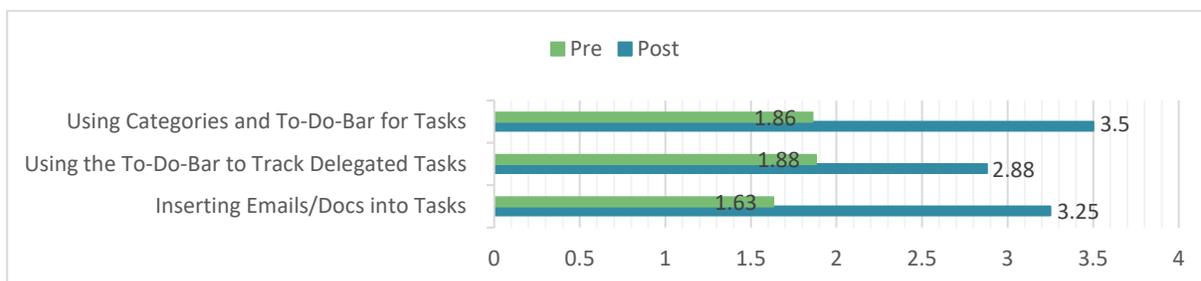
## Time Management

- A 69% reduction in the number of hours spent in the inbox. That is 4.5 hours more per-day that can be focused on other key activities.
- A 30 minute reduction in time spent on urgent/unexpected matters each day.
- A 64% decrease in unplanned hours on the calendar each workday.



## Productivity Tool Utilization

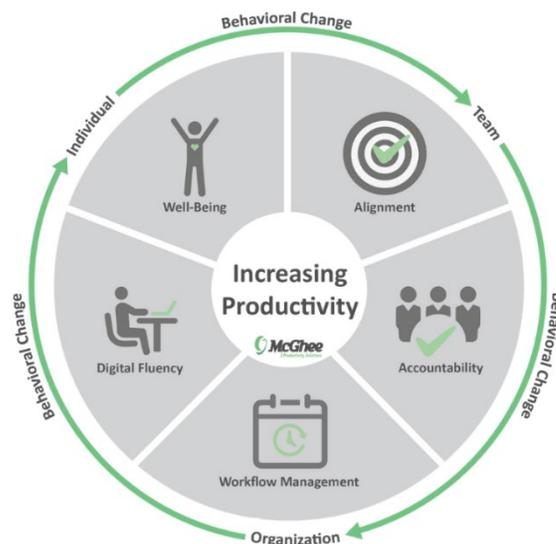
- 25% reduction in the number of emails stored in the inbox.
- 53% increase in tracking delegated tasks.
- 88% increase in the use of categories and the to-do-bar to capture important information and tasks.



## Continuing Education

The team has made some great changes in only 5 weeks. In order to sustain these changes and further increase the ROI from the initial training, the following recommendations are suggested based on your team's specific productivity survey pre and post results.

- Participants report working 8.80 hours a day and feeling 6% more satisfied with their work life balance. To further progress around personal wellbeing and balance we recommend our "Optimizing Take Back Your Life –Breaking Old Habits" seminar.
- Given that participants are managing their inbox 31% more effectively and receiving 28% more emails, consider instituting some company-wide email standards to expand this impact beyond these 14 participants.
- With a change from 2.2 to 3.2 in alignment between tasks, calendar and business objectives, further dialogue around goal setting and team alignment could be valuable in increasing the group's productivity for next year.



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Alignment



Accountability



Workflow  
Management



Digital Fluency



Well-Being

## Survey Questions & Group Change Data

Question	Avg Pre	Avg Post	% Change
1. How many hours do you spend in meetings each day on average?	3.38	3.75	11%
2. How many hours of your day do you spend on urgent or unexpected matters?	2.38	1.88	-21%
3. How many hours do you spend looking for information each day?	1.50	1.38	-8%
4. How many hours do you spend in your email inbox each day?	4.50	1.38	-69%
5. How many hours of your workday are unplanned in the calendar?	6.63	2.38	-64%
6. How many hours do you work each day on average?	9.88	9.50	-4%
7. How many interruptions do you get each day?	10.38	10.63	2%
8. How many email messages do you receive each day?	84.38	85.63	1%
9. How many email messages do you have in your inbox right now? (read and unread)	445.50	332.38	-25%
10. How many hours do you schedule on your calendar to process e-mail each day?	0.13	1.25	868%
11. What percentage of your time is scheduled on the calendar in Outlook?	39.50	62.13	57%
12. To what degree are you managing your tasks & calendar to align with your objectives?	2.63	3.76	43%
13. Do you consistently use the categories in the To-Do Bar?	1.86	3.50	88%
14. Do you consistently drag and drop actionable items from your inbox into the To-Do Bar?	1.25	3.25	160%
15. Do you insert emails and/or documents into tasks on the To-Do Bar?	1.63	3.25	99%
16. Do you use the To-Do list to track your delegated items?	1.88	2.88	53%
17. How effectively are you managing your email inbox?	3.00	3.75	25%
18. How well prepared and productive are your 1:1 meetings?	3.00	3.63	21%
19. How satisfied are you with your work/life balance?	3.00	3.63	21%
20. How would you rate your overall sense of control at the end of the day?	3.00	3.88	29%

