

IS YOUR WORKPLACE DRIVING EMPLOYEE PRODUCTIVITY?

Learn more about your employees and how the working environment can support their productivity.

[Employee questionnaire](#)



EXTENTIA
GROUP

Improving productivity is high on the agenda for many employers, and it's no secret that the built environment can play a huge role in enhancing productivity in the workplace. But does your working environment accommodate your employees' needs and habits?

We recently asked over 1,000 UK workers to tell us all about their working habits and how those habits influence productivity – and we got some interesting insights. For more information on our survey findings, [click here](#).

With our easy guide, you can run the same survey with your employees to ensure your workforce is at its most productive, optimising the space for your people – whether they're morning larks or night owls.

Tips for running the survey

- | Please use this survey as a guide. We recognise every company is unique so you may want to tweak the language and/or questions to reflect your own workplace.
- | There are a number of free survey tools that you could use to re-create this survey including; Survey Monkey, Microsoft Forms (included with Office365), SoGoSurvey and Typeform.
- | Make sure you give your employees enough time to complete the survey – we recommend two weeks to accommodate annual leave.
- | To get accurate data, encourage as many people as possible to complete the survey.

Demographics

1. In your role, do you primarily work in an office setting?

- a. Yes, I primarily work in an office
- b. No, I work elsewhere [END SURVEY]


2. What's your primary working location?

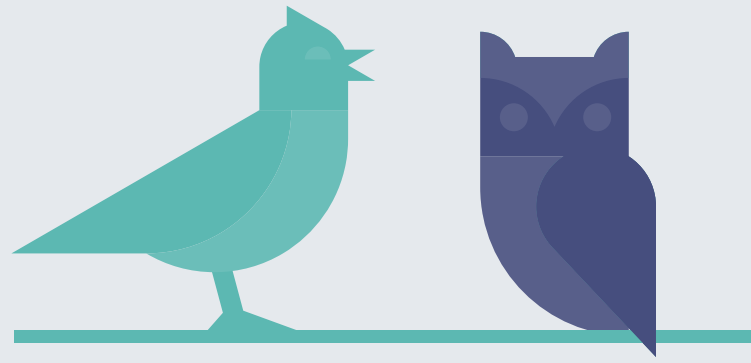
- a. [LIST OFFICE LOCATIONS]

3. What gender are you?

- a. Male
- b. Female
- c. Prefer not to say

4. How old are you?

- a. 18 to 29
 - b. 30 to 44
 - c. 45 to 59
 - d. 60 or older
 - e. Prefer not to say
- 



Larks vs Owls

1. **When do you feel most productive?**
 - a. First thing in the morning [SEE Q2]
 - b. Just before lunchtime
 - c. Early afternoon
 - d. Late afternoon and into the evening [SEE Q3]

2. **FOR PEOPLE WHO ANSWERED (a) TO QUESTION 1:
If you feel most productive first thing in the morning, how often do you go into work early as a result?**
 - a. Very often
 - b. Somewhat often
 - c. Not very often
 - d. Not often at all
 - e. Never

3. **FOR PEOPLE WHO ANSWERED (d) TO QUESTION 1:
If you feel most productive in the late afternoon/evening, how often do you stay late at work as a result?**
 - a. Very often
 - b. Somewhat often
 - c. Not very often
 - d. Not often at all
 - e. Never

Working Habits

4. Do you work outside of your traditional working hours?

- a. I work before [SEE Q5, Q6]
- b. I work after [SEE Q5, Q7]
- c. I work before and after [SEE Q5, Q6, Q7]
- d. I only work the hours I'm meant to during the day

5. FOR PEOPLE WHO ANSWERED (a), (b) or (c) TO QUESTION 4:

Why do you prefer to work outside of your traditional working hours? (Click all that apply)

- a. Because I get more quiet time
- b. I feel more mentally active
- c. I have my best ideas outside of this time
- d. Other people distract me
- e. I have too much work to fit into the working day
- f. It's easier for me to work around other life commitments (e.g. the school run)
- g. I try to avoid rush hour traffic
- h. Other (please specify)

Working Environment

6. FOR PEOPLE WHO ANSWERED (a) or (c) TO QUESTION 4: What frustrates you most about your working environment in the morning before work begins? (Tick up to three)

- a. Nothing frustrates me about my working environment in the morning before work begins
- b. It's always cold first thing in the morning
- c. It's hard to concentrate when everyone begins to arrive and there's no quiet space
- d. Refreshments aren't available
- e. Automatic lighting means that it's dark until the office is busy
- f. It's not inviting, so I feel like I shouldn't be there
- g. I get nervous about being on my own – the big empty space is eerie
- h. It's too quiet on my own
- i. The space is depressing first thing in the morning
- j. Other (please specify)



**7. FOR PEOPLE WHO ANSWERED (b) or (c) TO QUESTION 4:
What frustrates you most about your working
environment later in the evening? (Tick up to three)**

- a. Nothing frustrates me about my working environment later in the evening
- b. It's always cold because the heating is turned off
- c. Cleaning starts right at the end of the day and there's no quiet space
- d. Refreshments aren't available
- e. Automatic lighting means that it's dark unless the office is busy
- f. It's not inviting so I feel like I shouldn't be there
- g. I get nervous about being on my own – the big empty space is eerie
- h. It's too quiet on my own
- i. The space is depressing late at night
- j. Everyone has to leave the office before a certain time otherwise they will get locked in
- k. Other (please specify)

**8. What could the company do to make it better for you to
work out of hours? (Select all that apply)**

- a. Turn on the heating for longer
- b. Use brighter colours to make it more inviting
- c. Provide a smaller space separate from the main office for people who want to focus out of hours
- d. Use plants and more homely design features to make the space feel less gloomy
- e. Have more natural light
- f. Have access to normal amenities (e.g. a coffee machine)
- g. Softer lighting for when it's dark
- h. Don't know / Not sure
- i. Other (please specify)

**9. If you could choose when to work, when would be the
best time for you to start your day?**

- a. More than 2 hours before my official start time
- b. 1-2 hours before my official start time
- c. Up to an hour before my official start time
- d. Exactly when I'm meant to start work
- e. Up to an hour after I would normally start
- f. 1-2 hours after my official start time
- g. More than 2 hours after my official start time

10. **To what extent do you agree or disagree with the following statements? (Strongly agree, Somewhat agree, Neither agree nor disagree, Somewhat disagree, Strongly disagree)**
- a. My working environment caters best for people who want to come in early
 - b. My working environment caters best for people who stay after hours
 - c. My working environment caters for people who work best in the middle of the day
 - d. My working environment caters for everyone
11. **Do you think the number of desks / workspaces in your working environment is correct?**
- a. No – there are not nearly enough
 - b. No – there are far too many
 - c. Yes – we have enough
 - d. Don't know

Hotdesking

12. **FOR EMPLOYERS WITH A HOTDESKING POLICY**
Do you come into the office early to get a good seat?
- a. Always
 - b. Sometimes
 - c. Never
13. **FOR EMPLOYERS WITH A HOTDESKING POLICY**
Do you think the hotdesking policy forces people to work outside of their normal habits?
- a. Yes – there are often drowsy people at my work who just want a good desk
 - b. No – the majority of people are alert despite coming in early
 - c. Don't know



What's next?

At Extentia Group, we create better environments for productivity. The result is happier, more productive people, more operational efficiencies, and stronger business performance. In other words, we help breathe life into your organisation to ensure it continues to grow.

Get in touch with the team today to discuss how we can use the results of your survey to create a working environment that's right for your business, and ultimately your people.

Extentia Group is made up of 11 specialist businesses offering services across the full lifecycle of the built environment, from design, project management and delivery, to optimisation, supplying furniture, fittings and equipment, and facilities management.

getintouch@extentiagroup.co.uk