

Employee Workload Survey Template

All questions are optional. Select one answer for each choice question.

Write your answers to the open questions in the space provided.

Think about your work during the past two weeks. We want to improve work allocation and priorities. All questions are optional. Describe processes rather than naming coworkers.

1. How did the amount of assigned work compare with your available work time?

- ☐ Much less work than available time
- ☐ Somewhat less work than available time
- ☐ About the right amount
- ☐ Somewhat more work than available time
- ☐ Much more work than available time
- ☐ Not sure

2. How often could you complete your main tasks within your agreed working hours?

- ☐ Never
- ☐ Rarely
- ☐ Sometimes
- ☐ Often
- ☐ Always
- ☐ Not applicable

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3. How clear was it which task to prioritize when requests competed?

- ☐ Not at all clear
- ☐ Slightly clear
- ☐ Moderately clear
- ☐ Very clear
- ☐ Extremely clear
- ☐ I had no competing requests

4. How often did unexpected requests interrupt planned work?

- ☐ Never
- ☐ Rarely
- ☐ Sometimes
- ☐ Often
- ☐ Always
- ☐ Not applicable

5. Which task or process took more time than it should have?

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6. How easy was it to get a decision about changing a deadline or priority?

- ☐ Very difficult
- ☐ Somewhat difficult
- ☐ Neither easy nor difficult
- ☐ Somewhat easy
- ☐ Very easy
- ☐ I did not need a decision

7. What one change would make your workload more manageable?
