Workplace Technology Usage Survey Template

All questions are optional. Follow each question's directions.
Write your answers to the open questions in the space provided.

Answer about the named work process during the past 30 days. All questions are optional. Do not enter passwords, client data, screenshots or security details.

1. Which technology did you use most for the named work process during the past 30 days?

2. How often did you use that technology for the named process?

- ○ Less than once a week
- ○ 1–2 days a week
- ○ 3–4 days a week
- ○ Every working day
- ○ Several times each working day
- ○ I did not use it

3. Which part of the process did the technology support most?

- ○ Communication
- ○ Planning or task tracking
- ○ Creating or editing work
- ○ Finding information
- ○ Analysis or reporting
- ○ Approval or handoff
- ○ Another part
- ○ Not sure

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4. How often could you complete that part without a workaround?

- ○ Never
- ○ Rarely
- ○ Sometimes
- ○ Often
- ○ Always
- ○ I did not attempt it

5. What was the main barrier when using the technology?

- ○ Access or permissions
- ○ Reliability or speed
- ○ Unclear steps
- ○ Missing training
- ○ Poor connection with another tool
- ○ Too many notifications or interruptions
- ○ No barrier
- ○ Another barrier

6. Which support would help most with this technology?

- ○ A short task guide
- ○ A live demonstration
- ○ Practice time
- ○ Faster technical support
- ○ Clearer ownership or approval rules
- ○ Better integration with another tool
- ○ No additional support
- ○ Another type of support

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7. What is one change that would make this technology more useful for the named process?