

## WORK FROM HOME (WFH) SURVEY



By now we are all getting used to the WFH and we are getting a better sense of what works and what doesn't. This is a great opportunity for us to learn from our collective experience and find solutions that help us live happier and be more productive while at home.

In this survey we'll focus on your experience working from home and touch on Workspace Set-Up and Collaboration and Communication. We're thinking short term - how can we help each other right now, and long term - how do we create a more agile organization to better serve you, our employees, and our customers.

Please fill out this short survey (10-15 min). All your information will be kept confidential and will not be shared with your managers or any third parties. It is strictly voluntary, and for internal research only.

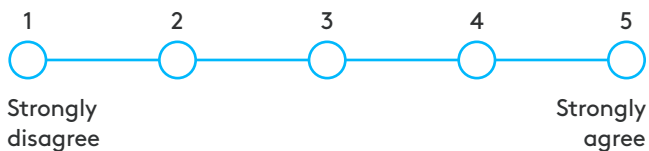
### OVERALL WFH EXPERIENCE

Please answer each of these questions as it relates to your experience WFH.

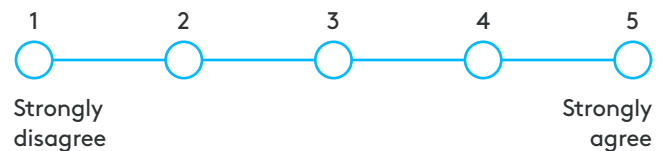
Please let us know how strongly you agree with each of the following statements on a 1-5 scale, as they relate to your experience WFH over the last several weeks.

(1-Strongly disagree, 2-Disagree, 3-Neutral, 4-Agree, 5-Strongly agree)

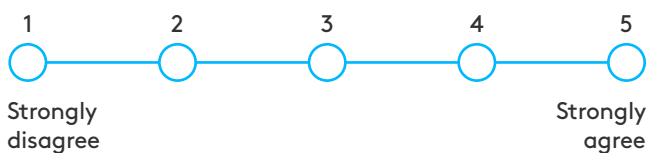
**I feel more engaged in my work, on average**



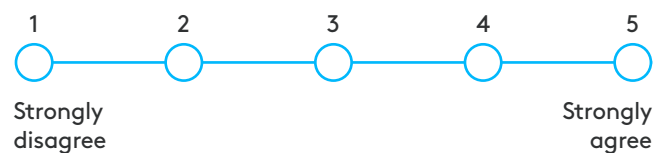
**I feel more satisfied with my job**



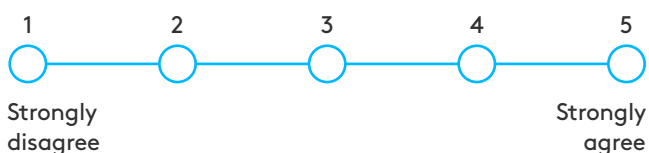
**I feel more productive WFH, on average**



**I'm able better able to switch off from work at the end of the day**



**My work-life balance has improved**



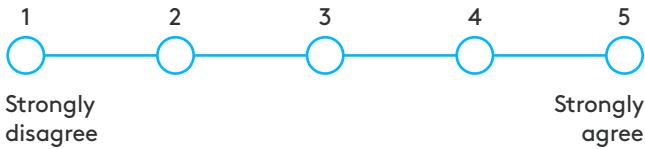
# BENEFITS

Please answer each of these questions as it relates to your experience WFH.

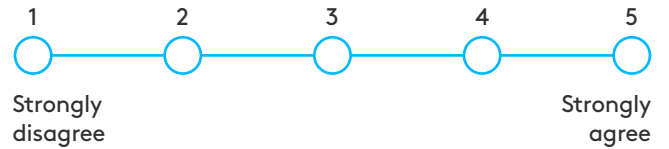
Please let us know how strongly you agree with each of the following statements on a 1-5 scale, as they relate to your experience WFH over the last several weeks.

(1-Strongly disagree, 2-Disagree, 3-Neutral, 4-Agree, 5-Strongly agree)

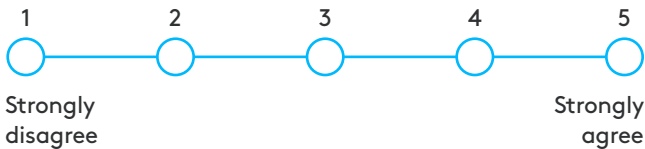
**I enjoy not having to commute to the office**



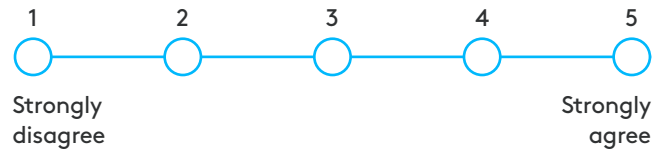
**I have more time for exercise and wellness**



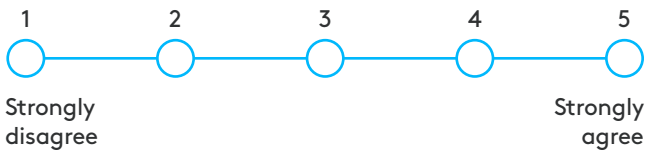
**I have an increased ability to focus, on average**



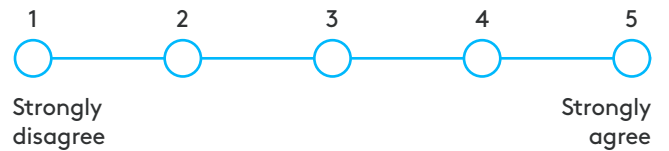
**I am more comfortable WFH**



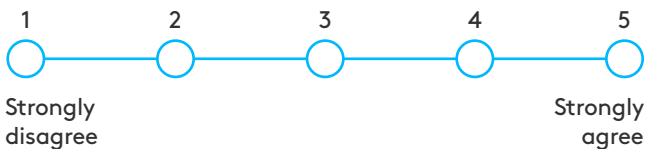
**I have more flexibility with working hours**



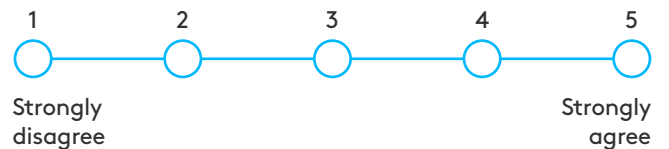
**I have more time for creativity and innovation**



**I am better able to complete household and personal tasks during the workday**



**Decision making is faster or easier while WFH**



**Are there any benefits you've experienced that were not listed above?**

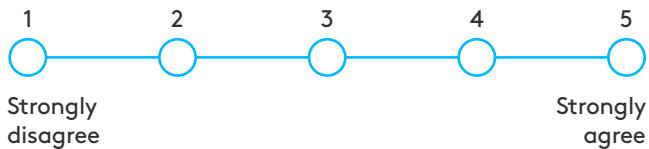
# CHALLENGES

Please answer each of these questions as it relates to your experience WFH.

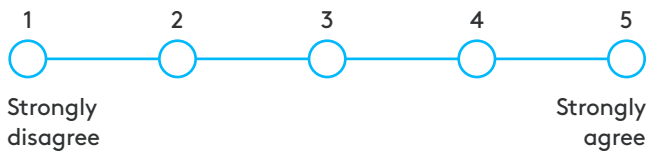
Please let us know how strongly you agree with each of the following statements on a 1-5 scale, as they relate to your experience WFH over the last several weeks.

(1-Strongly disagree, 2-Disagree, 3-Neutral, 4-Agree, 5-Strongly agree)

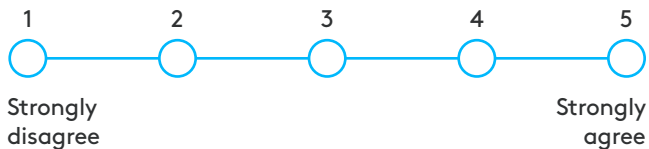
**I feel more socially isolated**



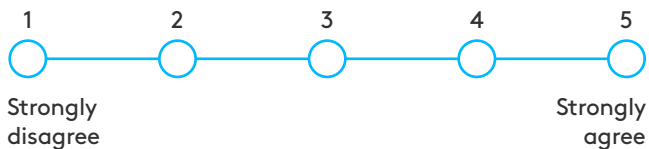
**I feel like I work longer hours, on average**



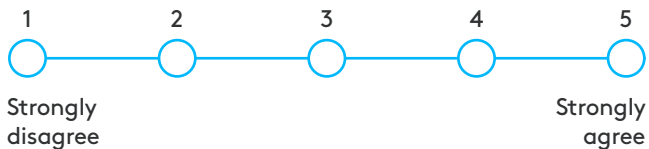
**I have more difficulty managing my time and schedule**



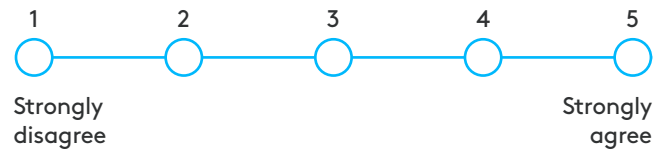
**My workspace(s) are less ergonomic than the office**



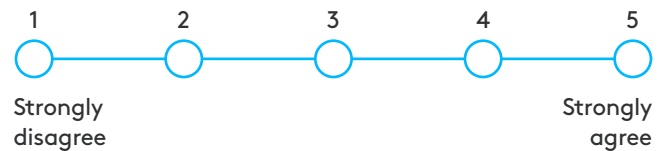
**I have difficulty communicating and keeping in touch with colleagues**



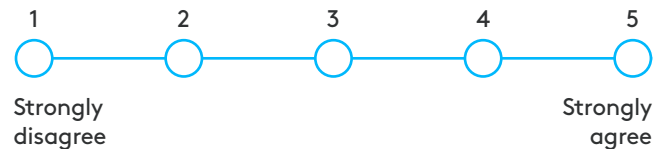
**I have challenges when it comes to sharing my workspace with others in my household**



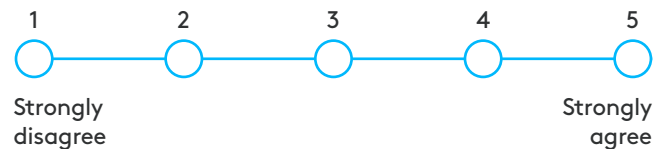
**It is challenging to manage childcare while working from home**



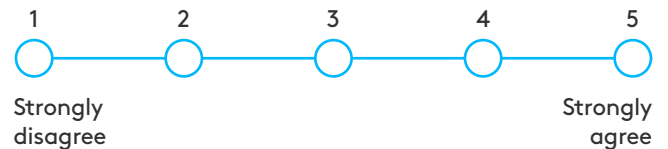
**I am afraid my utility bills will be higher**



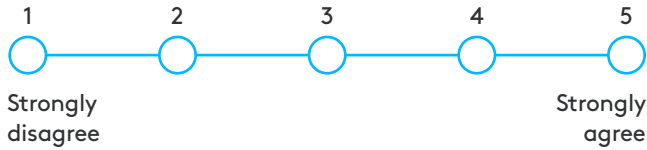
**I have less time to exercise**



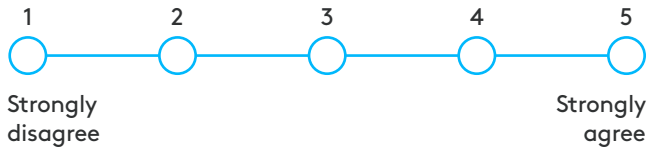
**I have more difficulty managing and organizing my work**



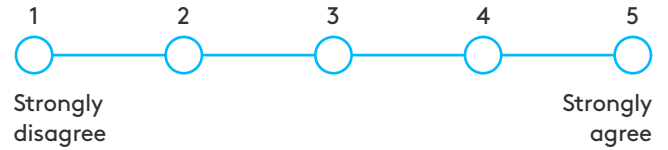
**I am concerned about privacy and data security**



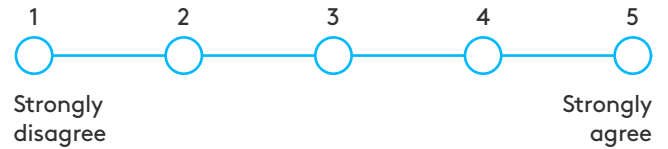
**Inconsistent or unreliable internet connections make it difficult to do my work**



**I have more meetings because I have less face-to-face time with colleagues**



**Decision making is delayed and more difficult**



**Are there any challenges you've experienced that were not listed above?**

## WORKSPACES AND ROUTINES

(Optional) Please provide a picture of your primary WFH workspace.

Feel free to include any additional workspaces where you spend most of your time (up to 5 images).

Please submit with your survey.

**Do you have a dedicated workspace in your home?**

- Yes, in a separate room
- Yes, but my workspace is in a shared room
- No

**How many other people in your household are working or attending school from home?**

- Just me
- 1
- 2-3
- 4+

**Do you prefer to work in one regular location or multiple locations?**

- One location, my primary workspace
- One location, unless someone in my household is using it
- Multiple locations

Why do you choose to work in one or multiple locations?

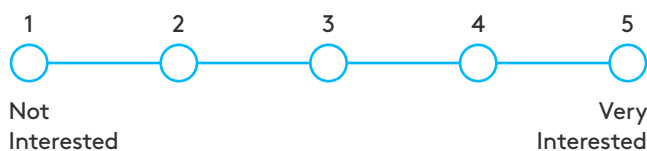
**What locations do you use as secondary workspaces? Check all that apply.**

- I don't use secondary workspaces
- Home Office or Study
- Living Room
- Kitchen
- Spare or Guest Room
- Backyard or patio
- Outdoor space at home
- Other

**What factors did you consider when selecting these workspaces?**

- Outlet locations
- Internet connectivity
- Ergonomics
- Sound and noise
- "Professional" setting
- Available light
- Foot traffic
- Privacy
- I had limited options in selecting my workspace(s)
- Other:

**How much would you be interested in the ability to move between rooms during the day while staying connected?**



**What devices do you use for your work? Check all that apply.**

- Apple Laptop
- PC Laptop (Dell, Lenovo, HP, etc)
- Hybrid (Microsoft Surface, Lenovo Yoga, etc)
- Tablet (iPad, iPad Pro)
- Other:

**What additional tools or items did you purchase or obtain to set up your primary or secondary workspaces Check all that apply.**

- Keyboard
- Mouse
- Ergonomic Keyboard
- Ergonomic Mouse
- Laptop Stand
- Wireless Earbuds
- Noise canceling headphones
- Webcam
- Microphone
- Second Monitor
- Third Monitor
- Dock or USB Hub
- TV Screen (for video calls)
- Desk
- Office/Ergonomic Chair
- Digital Pencil or Stylus
- Stand-Up Desk
- Printer, Scanner, or All-in-One Device
- Green screen for background
- Lighting Kits
- None of the above
- Other:

### What are you trying to achieve with your workspace setup?

- Recreate my setup at the office
- Fit within the space constraints I had
- Try to maintain good posture and ergonomics
- Flexibility to move between different workspaces
- Maintain privacy and security
- Reduced noise and ability to focus
- Other:

### Which of the following best describes your daily routine and working hours?

- Typically 9-5 with regular breaks and lunch
- Start and end work early, with free time in the evenings
- Start later and end later, with free time in the mornings
- Work early in the morning, break in the middle of the day, and work late at night
- I adjust my schedule on a daily basis depending on energy or other needs
- Once I start working, I tend to forget to take breaks until the end of the day
- Other:

## "NEW NORMAL"

These questions refer to when shelter-in-place orders, quarantines, and office closures end, schools reopen, stores and services begin to operate regularly.

### If you could travel back in time to early 2020 before the shutdown, what advice would you give yourself to prepare for this period of WFH?

### Would you consider working from home on an on-going or regular basis if you got approval to do so?

- No, I would not WFH
- 1 day per week
- 2 days per week
- 3 days per week
- 4 days a week
- I'd only come in if necessary

### How much would you be willing to invest in your WFH setup?

### How much budget should your company offer to purchase any items or equipment you need to furnish your workspace?

- Up to \$500
- \$500-1000
- \$1000-1500
- \$1500-2000

**What tools or items would you purchase for a permanent WFH space? Check all that apply.**

- Keyboard
- Mouse
- Ergonomic Keyboard
- Ergonomic Mouse
- Laptop Stand
- Wireless Earbuds
- Noise canceling headphones
- Webcam
- Microphone
- Second Monitor
- Third Monitor
- Dock or USB Hub
- TV Screen (for video calls)
- Desk
- Office/Ergonomic Chair
- Digital Pencil or Stylus
- Stand-Up Desk
- Printer, Scanner, or All-in-One Device
- Green screen for background
- Lighting Kits
- Air Purifier or Quality Monitor
- None of the above
- Other:

**Is there any specialized equipment from the office you would need to make WFH possible for you (testing equipment, photo booth, light box, tools, etc)?**

**Would you benefit from any of the following types of apps or services? Check all that apply.**

- Digital collaboration tools for brainstorming or ideation
- Time management tools or assistants to help you organize your day, or remind you to take breaks or exercise
- Online training or coaching to learn new skills from home
- Digital mental health programs
- Digital wellness, workout services or classes
- Courier services for pick-up or delivery of work-related samples or materials
- Other:

**Are there any other apps or services you or members of your household would find useful or helpful?**

**Do you have any other suggestions on how we might support employees in being more comfortable and productive while WFH?**

**THANK YOU FOR YOUR TIME  
AND PARTICIPATION**

Your participation will help us better support you, other employees and our customers.