



Welcome and thank you for taking the time to participate in the user study of the Break Scheduler. This survey will take around 20min and will ask you about demographical data as well as existing break habits.

Your privacy is important to us. All information collected will be kept confidential and will only be used for research purposes. No personally identifiable information will be shared with any third parties. If you have any questions or concerns about your privacy, please contact me at [marinja.principe@uzh.ch](mailto:marinja.principe@uzh.ch).

## Section A: Consent Form

All participants must sign a consent form, which includes asking for their agreement on submitting the collected quantitative and qualitative data to be analyzed as part of the preliminary evaluation for this thesis. You can find the consent form [here](#).

**A1. Please confirm that you have read the consent form and that you agree to participate in this study.**

Yes, I confirm to have read and understood the consent form and I agree to participate in this study.

## Section B: Personal Data

**B1. Please enter your personal identity code (sent to you with this link)**

**B2. How old are you?**

**B3. What is your gender?**

Female

Male

Diverse

I prefer not to say

**B4. What is your family status?**

Not in a relationship and without kids

Not in a relationship, with kids

In a relationship with kids

In a relationship without kids



**B5. Would you describe yourself more as an extroverted or an introverted person?**

Extrovert person

Introvert person

## Section C: Work environment

In the following questions, we will look at your work environment.

**C1. Please select your highest education level :**

Apprenticeships

Obligatory education

Gymnasium (Maturité)

Apprenticeships with BMS

Vocational school (FMS)

Bachelor's or equivalent level

Master's or equivalent level

Doctoral or equivalent level

**C2. How much time of your work day do you spend on your laptop or computer?**

No time at all.

Very little time.

About half and half.

Most of the time.

All the time.

**C3. How would you rate your work demand?**

I have a low work demand, so I regularly have more time for a task than I need and feel unchallenged in my work life.

I have a normal workload, so I have enough time to fulfil my tasks but not too much. I feel positively challenged in my work life.

I have a high workload, which means regularly, I don't have enough time (in my job percentage) to fulfil my tasks. This challenge can feel sometimes or regularly overwhelming and drains a lot of energy.

**C4. Do you have the flexibility to vary and plan your work schedule?**

I can decide what to work on and when.

Sometimes I decide what to work on and when, but not always.

I can rarely decide when I work on what.



#### C5. Do you have the flexibility to vary and plan your breaks?

I cannot decide when and how long I can take a break.

I have some shifts in which I cannot choose when to take breaks and for how long, but I can in some parts of his work life.

I can decide when and how long to take a break. (Excluding meetings etc.)

#### C6. Do you have the flexibility to choose your work location (Home office vs Office)?

I cannot choose my work location

On some days, I can choose my work location.

I can, most of the time, choose my work location.

#### C7. What is the company culture concerning taking breaks during/at your workplace?

Breaks are accepted, and employees are motivated to take breaks.

Breaks are accepted, but the work environment does not support any work activities, nor does it motivate people to take breaks.

Breaks are tolerated.

Taking breaks is considered negative, and employees are not motivated to take any breaks at all or only at certain times (e.g. mandatory lunch break).

### Section D: Awareness of personal resources

The term personal resource includes all kinds of resources used by a person during the day. It includes (but is not limited to) factors such as attention, energy, physical well-being, creativity, decision making and socializing. Each person has only a limited amount of personal resources available each day, which makes it essential to know how to recharge them. In the following questions, we want to learn more about your awareness of your own personal resources.

#### D1. In which situations are you aware of the different factors (e.g., energy, attention, physical well-being, creativity, decision making or socializing) of personal resources?

#### D2. How do you feel your personal resources changing during the day?



D3. Please rate your agreement with the following statement: I often feel sleepy, tired, or unconcentrated at the end of a workday

- |                   |                          |
|-------------------|--------------------------|
| I strongly agree  | <input type="checkbox"/> |
| Agree             | <input type="checkbox"/> |
| Neutral           | <input type="checkbox"/> |
| Disagree          | <input type="checkbox"/> |
| Strongly disagree | <input type="checkbox"/> |

D4. How often do you take the time to think or reflect about personal resources, such as attention, energy, physical, and mental well-being?

- |                                                           |                          |
|-----------------------------------------------------------|--------------------------|
| Multiply times per day                                    | <input type="checkbox"/> |
| Once per day                                              | <input type="checkbox"/> |
| Every other day                                           | <input type="checkbox"/> |
| Barely                                                    | <input type="checkbox"/> |
| Never or only when it is one of the factors is really low | <input type="checkbox"/> |

D5. Are you using a tool to reflect on your personal resources?

- |                                                            |                          |
|------------------------------------------------------------|--------------------------|
| No                                                         | <input type="checkbox"/> |
| Yes, an activity tracker (e.g. Fitbit, Garmin Apple Watch) | <input type="checkbox"/> |
| Yes, a journal                                             | <input type="checkbox"/> |
| Yes, an app or a software                                  | <input type="checkbox"/> |
| Yes, other:                                                | <input type="checkbox"/> |

Yes, other:



## Section E: Existing break habits

The term personal resource includes all kinds of resources used by a person during the day. It includes (but is not limited to) factors such as attention, energy, physical well-being, creativity, decision making and socializing. Each person has only a limited amount of personal resources available each day, which makes it essential to know how to recharge them.

In the following questions, we want to learn more about your existing habits regarding breaks.

- E1. If you think back about your previous workday, how did your break schedule look like?**

- E2. Do you usually plan your breaks in advance?**

Yes

No

- E3. If yes, how do you plan your breaks?**

Dedicated Software

Personal calendar

On paper

Alarm

Pomodoro

Fixed Team Breaks (e.g. 9 am team coffee)

Other



Other



**E4. How many breaks are you taking on a typical workday on average?**

- |                                 |                          |
|---------------------------------|--------------------------|
| More and equal 4 breaks + lunch | <input type="checkbox"/> |
| 3 + lunch break                 | <input type="checkbox"/> |
| 2+ lunch break                  | <input type="checkbox"/> |
| 1 + lunch break                 | <input type="checkbox"/> |
| Only lunch break                | <input type="checkbox"/> |
| None                            | <input type="checkbox"/> |

**E5. If you regularly do not take any breaks: What is your incentive for not taking any breaks?**

- |                                             |                          |
|---------------------------------------------|--------------------------|
| High work demand                            | <input type="checkbox"/> |
| I didn't feel like taking a break           | <input type="checkbox"/> |
| Works only part-time                        | <input type="checkbox"/> |
| Work culture requests not taking any breaks | <input type="checkbox"/> |
| Other                                       | <input type="checkbox"/> |

Other

**E6. Are there some break habits, activities or patterns that are really successful for you to recharge personal resources?**

(Example answer: yes, body movement in the morning gives me a lot of energy for the rest of the day)



E7. **Are you aware of a break duration that is usually ideal for you to recharge your personal resources? If so, how long is it? And does it depend on certain aspects or circumstances?"**

E8. **Are you aware of how long you can usually focus before you need a break? If so, how many minutes?**

E9. **Does your ideal focus duration depend on certain circumstances?**



**E10. When taking a break, which activities do you pursue?**

	Very valuable to recharge energy	Valuable	Neutral	Not very valuable	Not at all valuable	Didn't try yet
Social Media	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drink Water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stretching	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drawing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exercising	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Get lunch with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Eat lunch by yourself	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Texting, Chatting via phone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phone call	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Surfing the web for non-work purposes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meditating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Make a Power Nap, sleeping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Socializing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gaming	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Go outside and breathe fresh air	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**E11. Are there breaks that are successful at recharging your personal resources, but take some motivation to pursue? If so, which ones?**



E12. Are you actively trying to engage in break activities you know will give you energy, motivation or attention capacity?

Yes, always.

Yes, most of the time.

Yes, sometimes.

No, rarely.

No, never.

**Thank you very much for taking the time!**

**I will contact you soon to set up the Break Scheduler and explain the next step of the study.**

**If you have any questions, please contact me at [marinja.principe@uzh.ch](mailto:marinja.principe@uzh.ch).**