

## Select settings for your report

Select the time period for your report.

17-11-2019

16-05-2020



Choose whether to exclude certain weeks for everyone in the analysis population, for example holiday weeks.

All



Select an organizational attribute to view the report by.

Organizational attribute



Organization



To filter employees, select the organizational attribute and values you would like to filter by.

Organizational attribute



Organization



Filter values



All

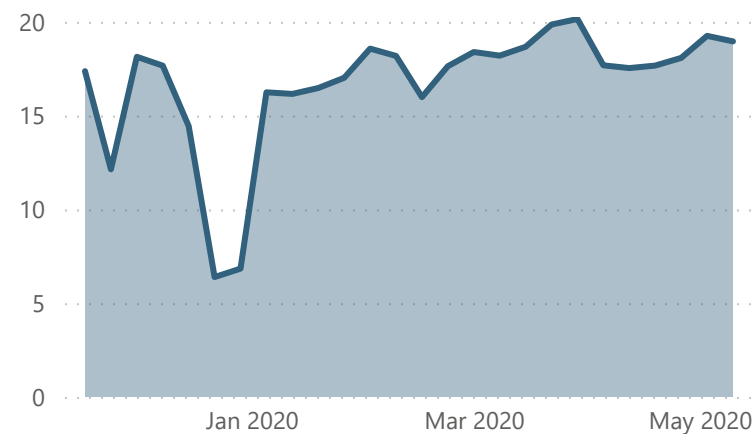


## Collaboration hours and workweek span

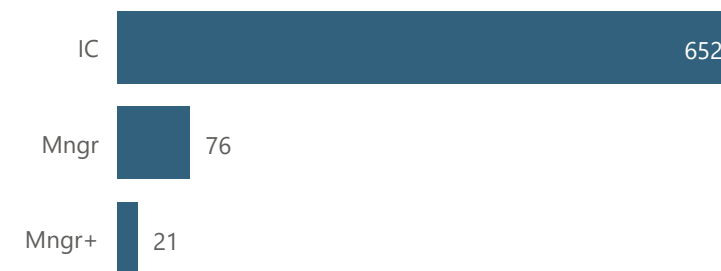
Average hours/week per person

**42.7** hours is the average workweek span

**16.8** hours spent in collaboration



## Number of employees by SupervisorIndicator

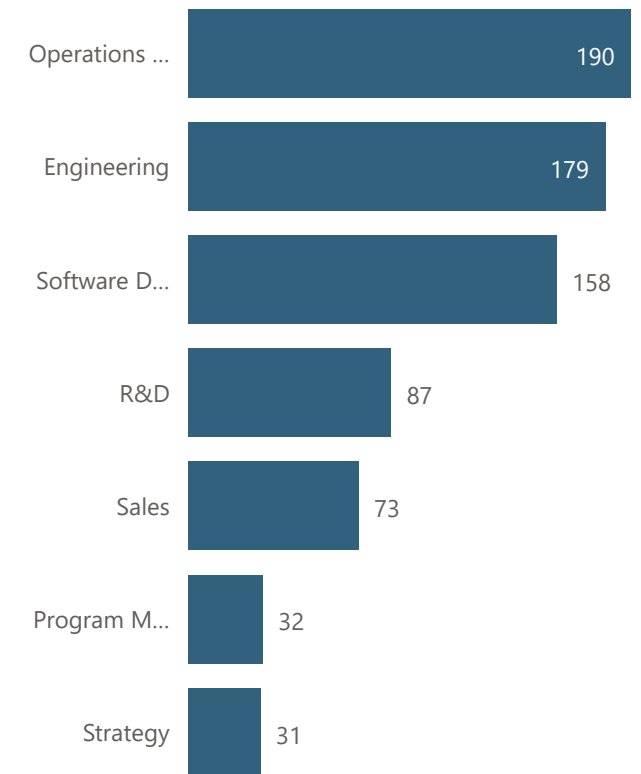


**Note:** Groups with less than 5 people will not be displayed in the report.

## Measured employees

**738**

## Number of employees by Organization





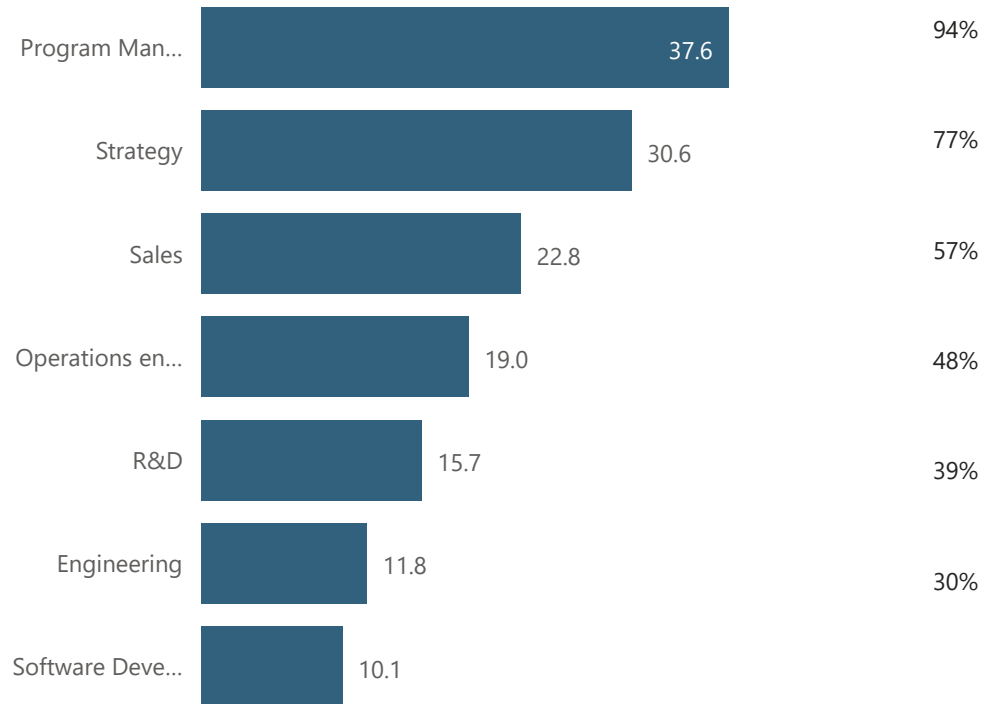
# How is collaboration load impacting after-hours?

## Weekly collaboration hours

Average hours per week per person

**16.8** hours in collaboration

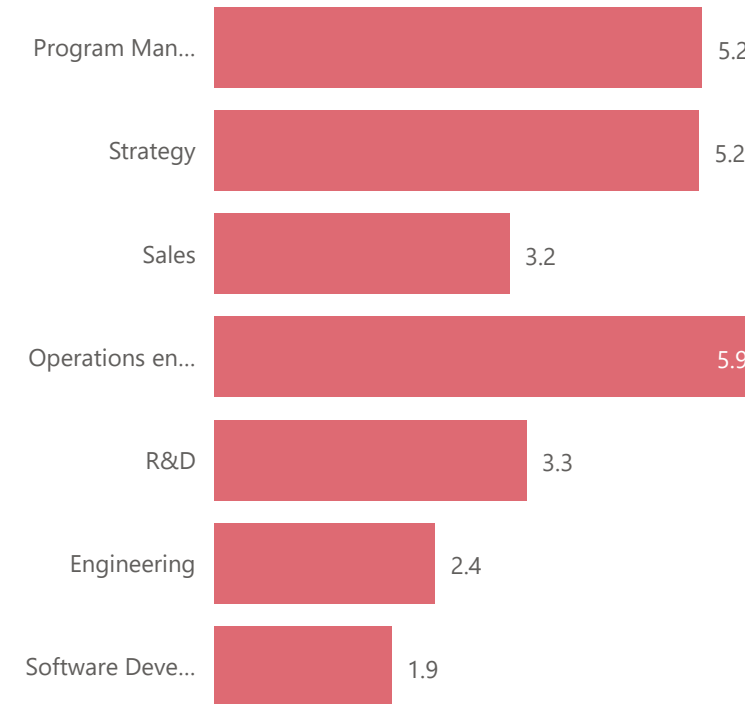
**42%** of workweek  
spent in collaboration\*



## After-hours collaboration

Average hours per week per person

**3.6** hours in after-hours collaboration



SupervisorIndicator

All

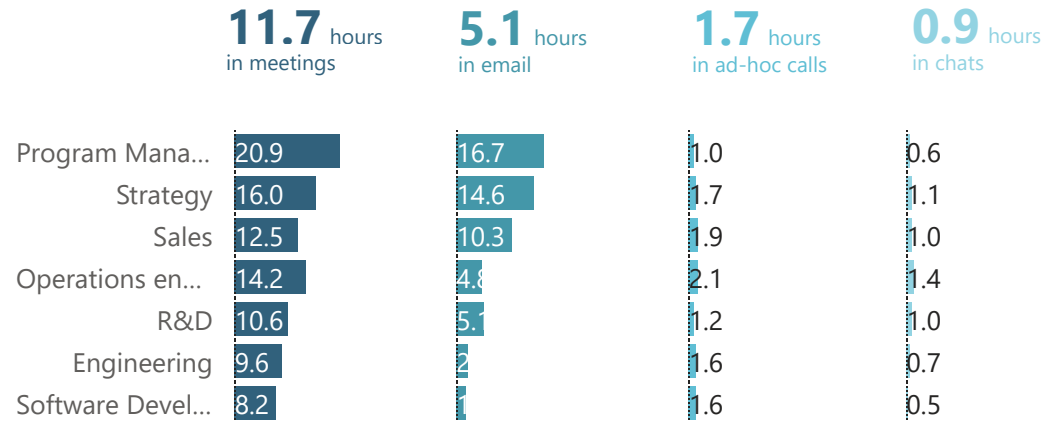
# How much time do people spend in different collaboration channels?

SupervisorIndicator 

All 

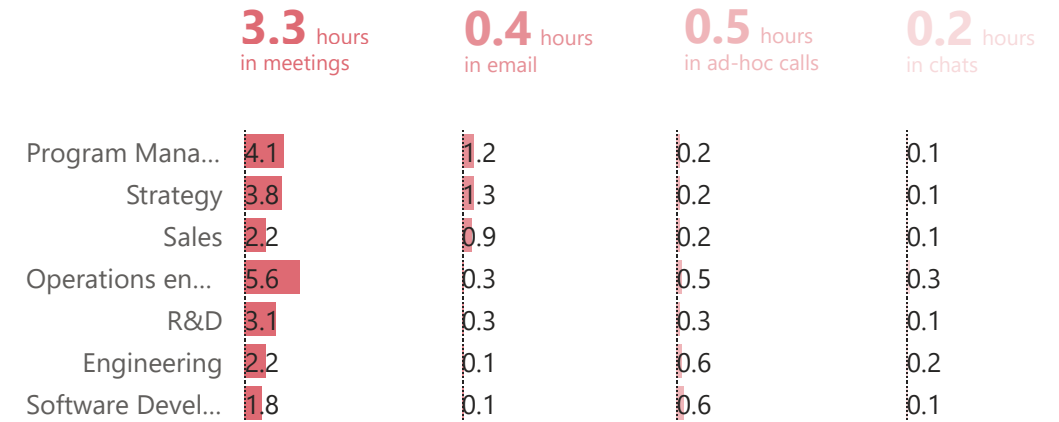
## Weekly hours spent in meetings, email, chats and calls

Average hours per week per person



## After-hours collaboration

Average hours per week per person





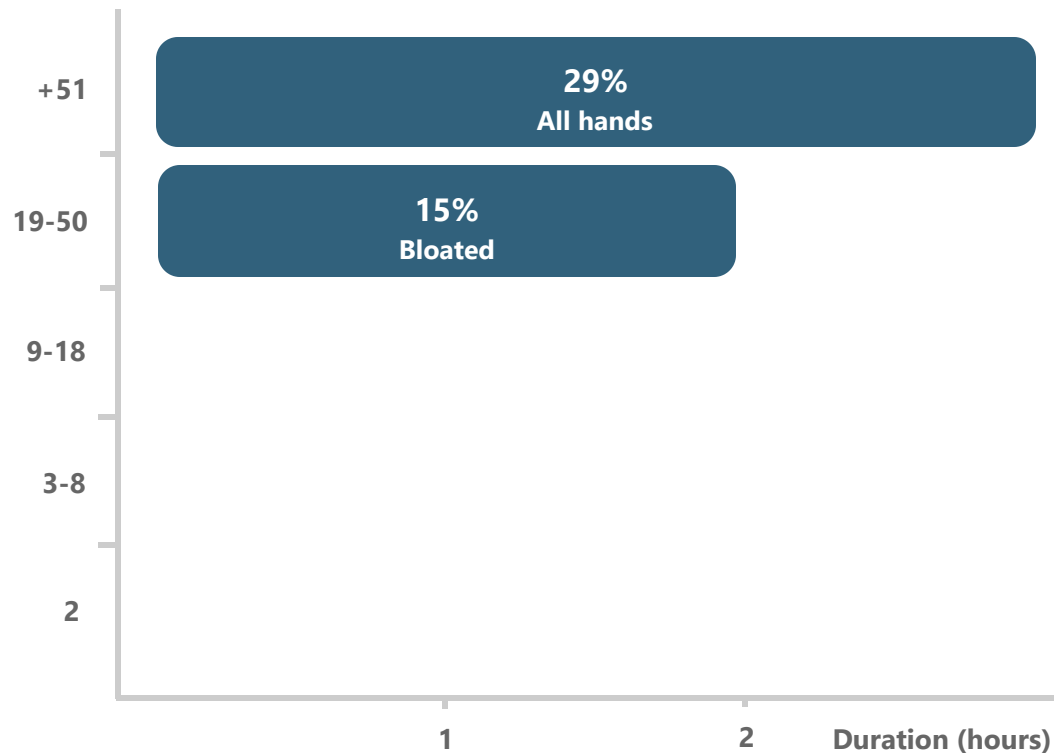
# How does the organization spend its meeting time?

## Meeting types by attendees and duration

% of total time spent in meetings

204K hours spent in long or large meetings annually, equivalent to 94 FTEs

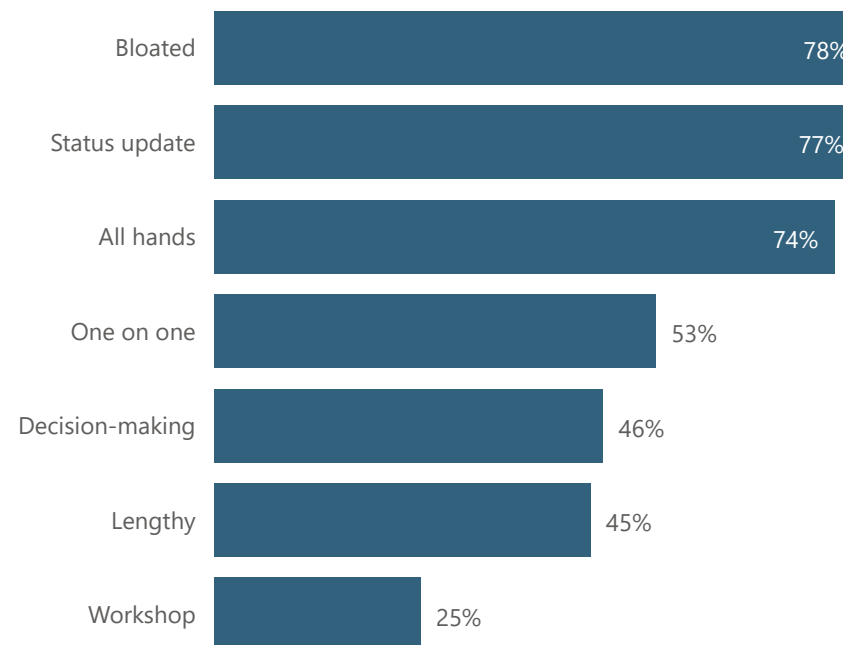
Attendees



## Recurring meeting hours by meeting types

% of time spent in recurring meetings by meeting type

65% of time spent in recurring meetings



SupervisorIndicator

All



# How much time is going towards long or large meetings?

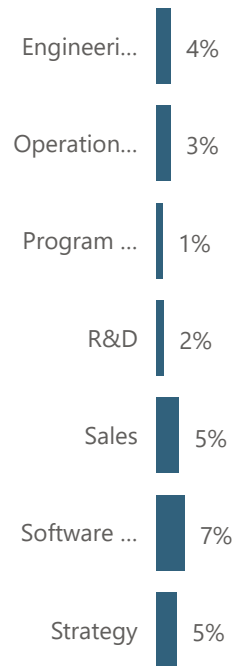
SupervisorIndicator

All

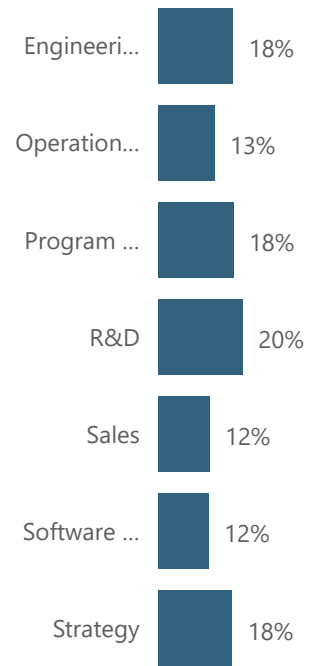
## Meeting types by attendees and duration

Relative allocation of a team's meeting hours across functional categories

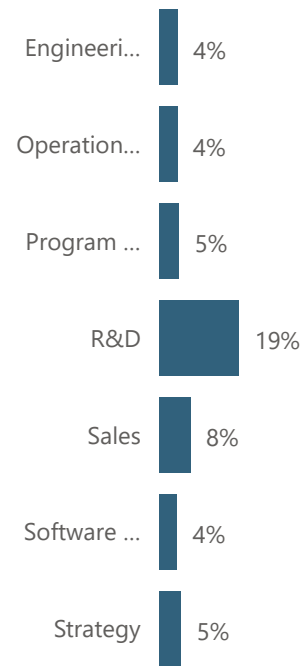
**4%** of meeting hours  
spent in **lengthy meetings**



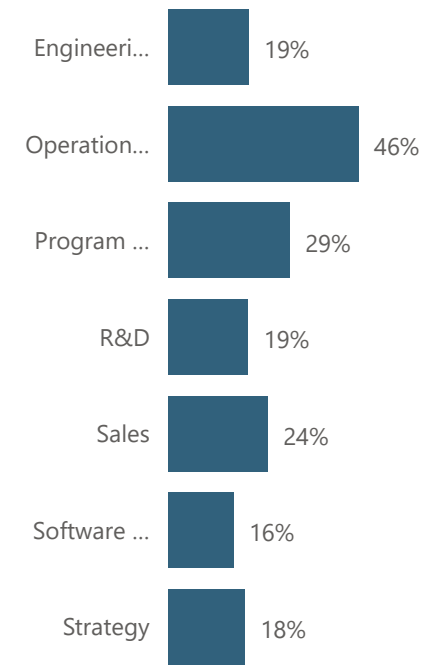
**15%** of meeting hours  
spent in **bloated meetings**



**6%** of meeting hours  
spent in **workshop meetings**



**29%** of meeting hours  
spent in **all hands meetings**





# Who in the organization is generating the most workload?

## Workload generated by organizing meetings

20% ▾

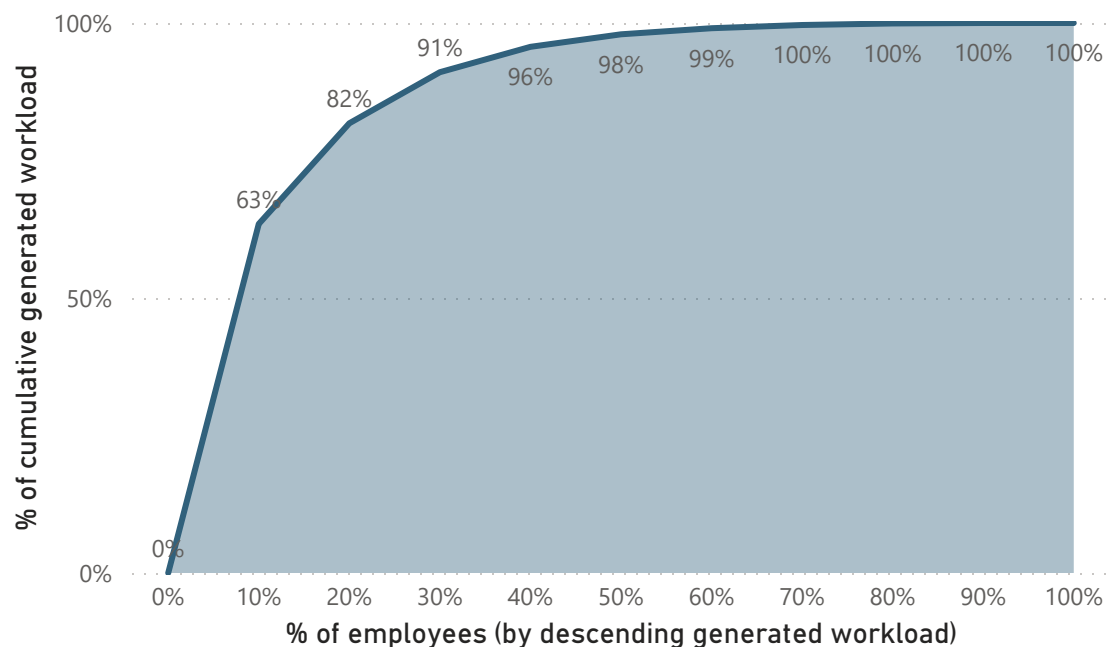
of employees generate 82% of meeting workload

38

hours is the weekly meeting load generated by the top 20%

2

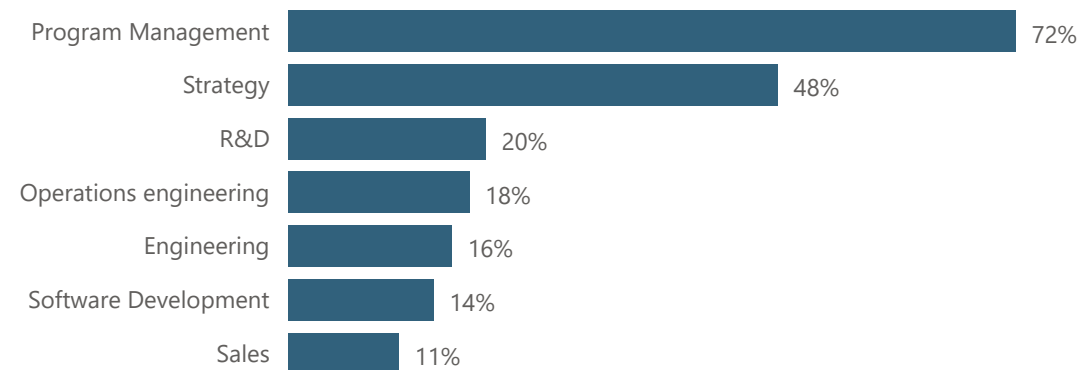
hours is the weekly meeting load generated by the bottom 80%



## Prevalence of top 20% meeting generators

Number of top 20% meeting generators divided by total number of employees

By Organization



By SupervisorIndicator



# Can employees reclaim focus time through 'compact' scheduling practices?

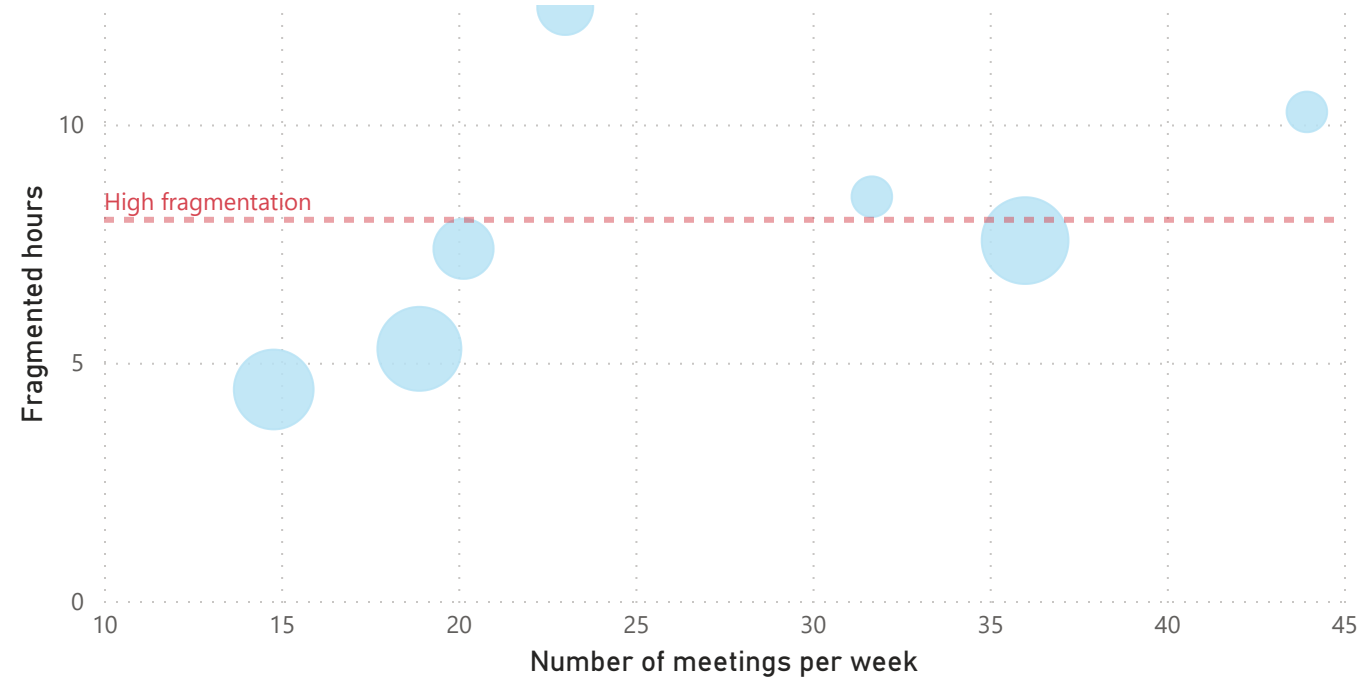
SupervisorIndicator

All

## Fragmented hours vs number of meetings

Size of the bubble represents organization headcount

7.0 fragmented hours

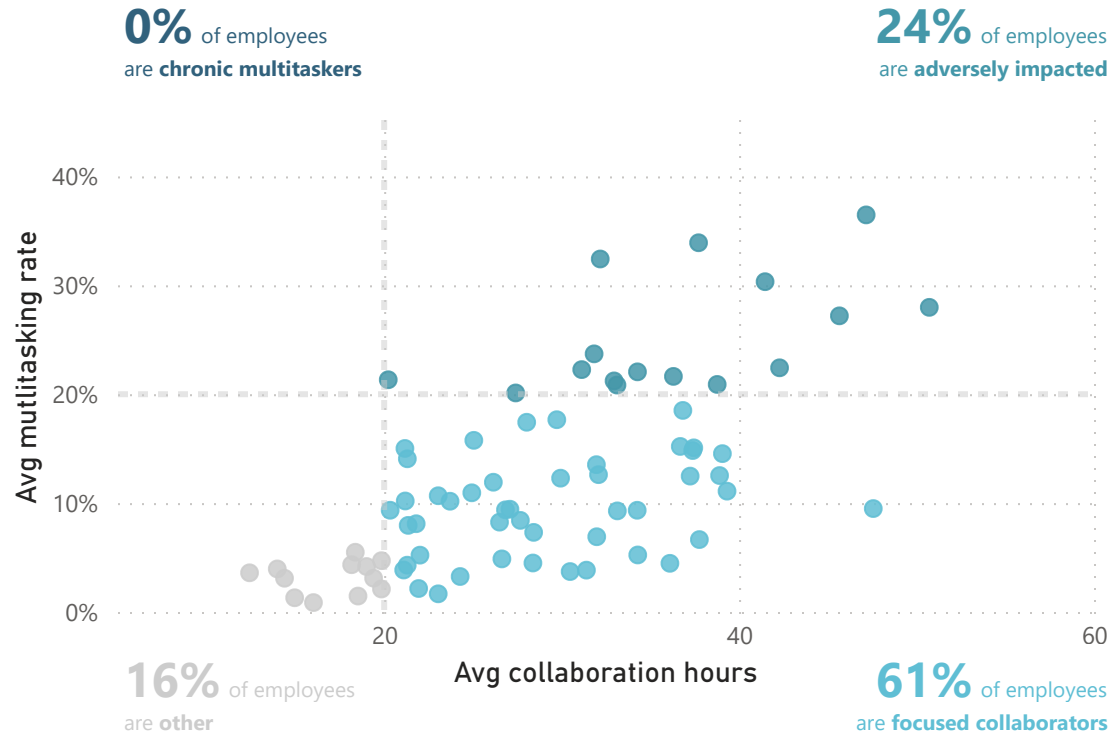




# Is multitasking driven by habit or necessity?

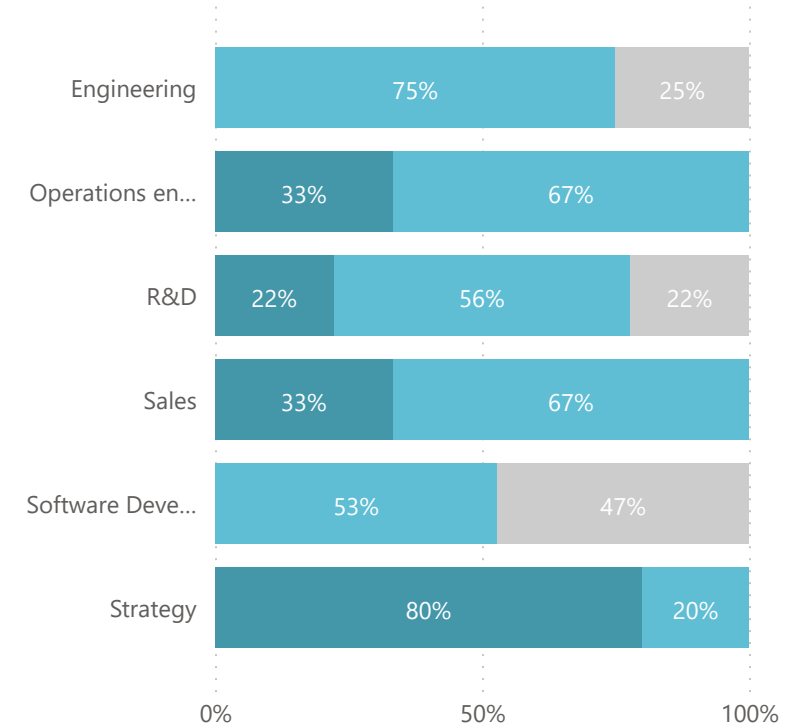
## Distribution of employees by collaboration hours and multitasking prevalence

Each dot represents an employee



## Percentage of employees by Organization

● Chronic multitaskers ● Adversely impacted ● Focused collaborators ● Other



SupervisorIndicator

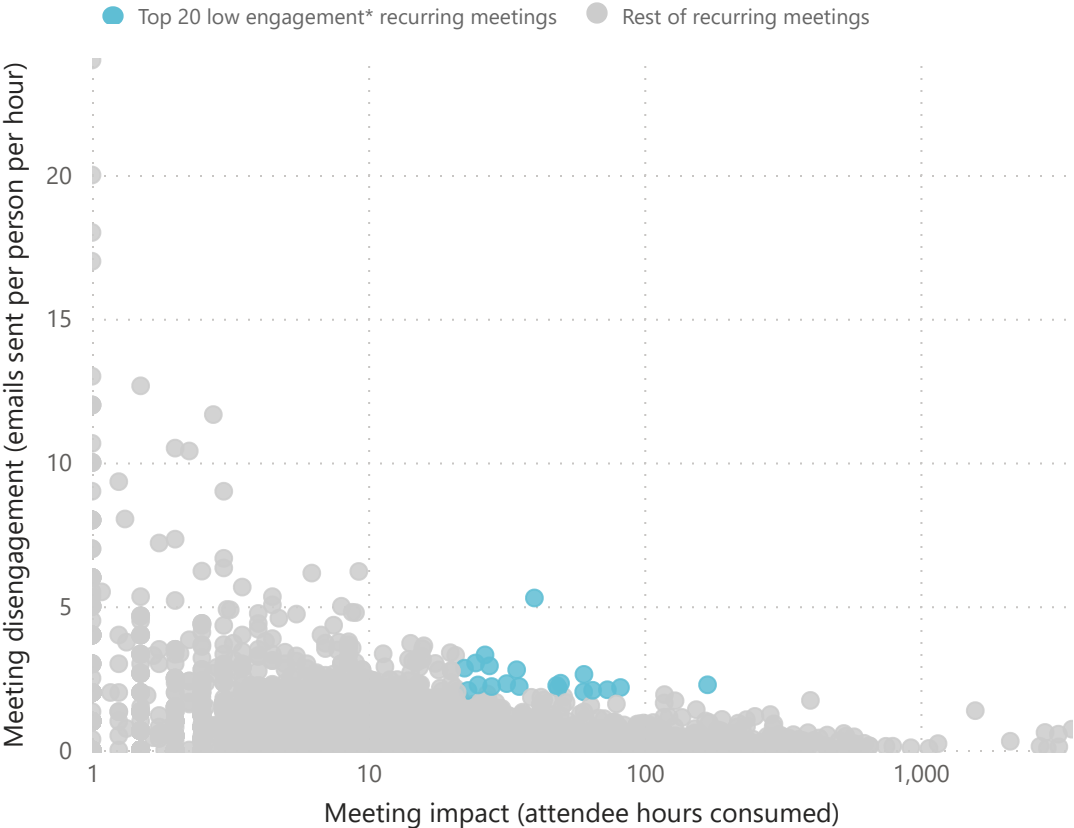
Mngr



# Which recurring meetings might present streamlining opportunities?

## Recurring meetings by meeting impact and meeting engagement

Each dot represents a recurring meeting series



## Top 20 low engagement\* recurring meetings

Subject	Attendee hours	Average emails per attendee hour	Duration
the fundraising	40	5.3	3.0
tom the up	27	3.3	1.0
send project	25	3.0	1.0
volometrix meeting in engineering board on every presentation	28	2.9	0.5
next training and all	22	2.8	3.0
setup direct fundraising and staff	35	2.8	0.5
the europe at all candidate	60	2.6	1.0
the team in ravi and kent	50	2.3	4.8
open training	32	2.3	1.0
staff and the face please the	169	2.3	1.0
the series and chris	25	2.3	1.0
working quick messaging	48	2.2	0.9
schedule deals from all sales and every product close	35	2.2	0.9
<b>Total</b>	<b>976</b>	<b>2.5</b>	<b>1.3</b>

# Are there opportunities to drive greater agility in emailing practices?

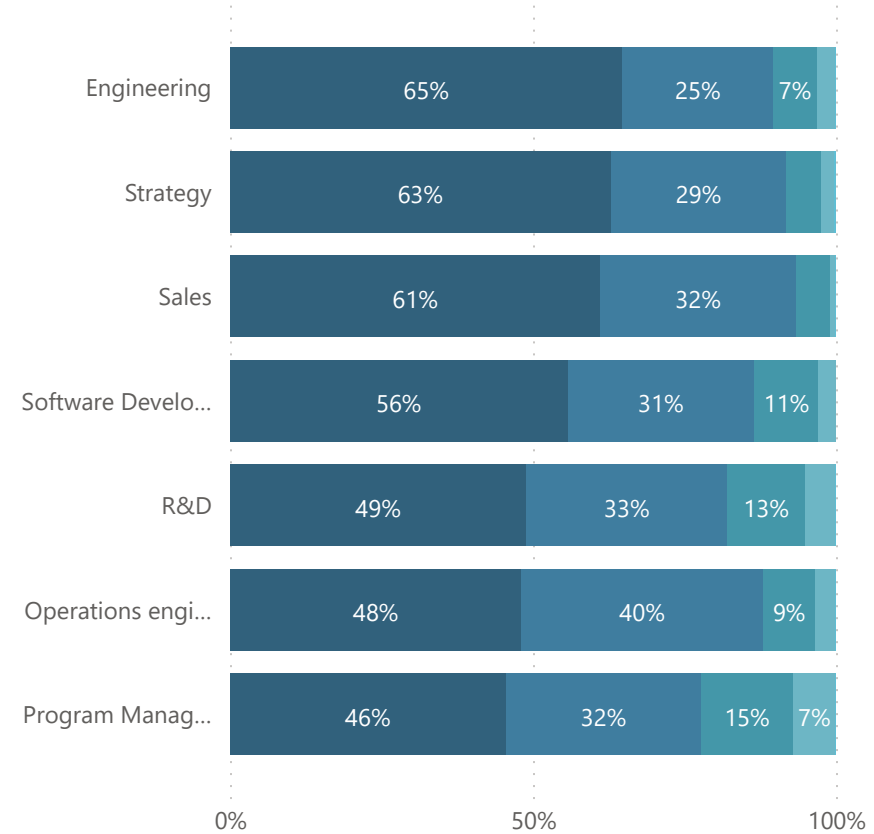
## Distribution of emails sent by number of recipients

Area is proportional to % of emails in category



## Percentage of emails sent by Organization

Number of recipients ● 1 ● 2-5 ● 6-10 ● 11-50 ● +51



SupervisorIndicator

All



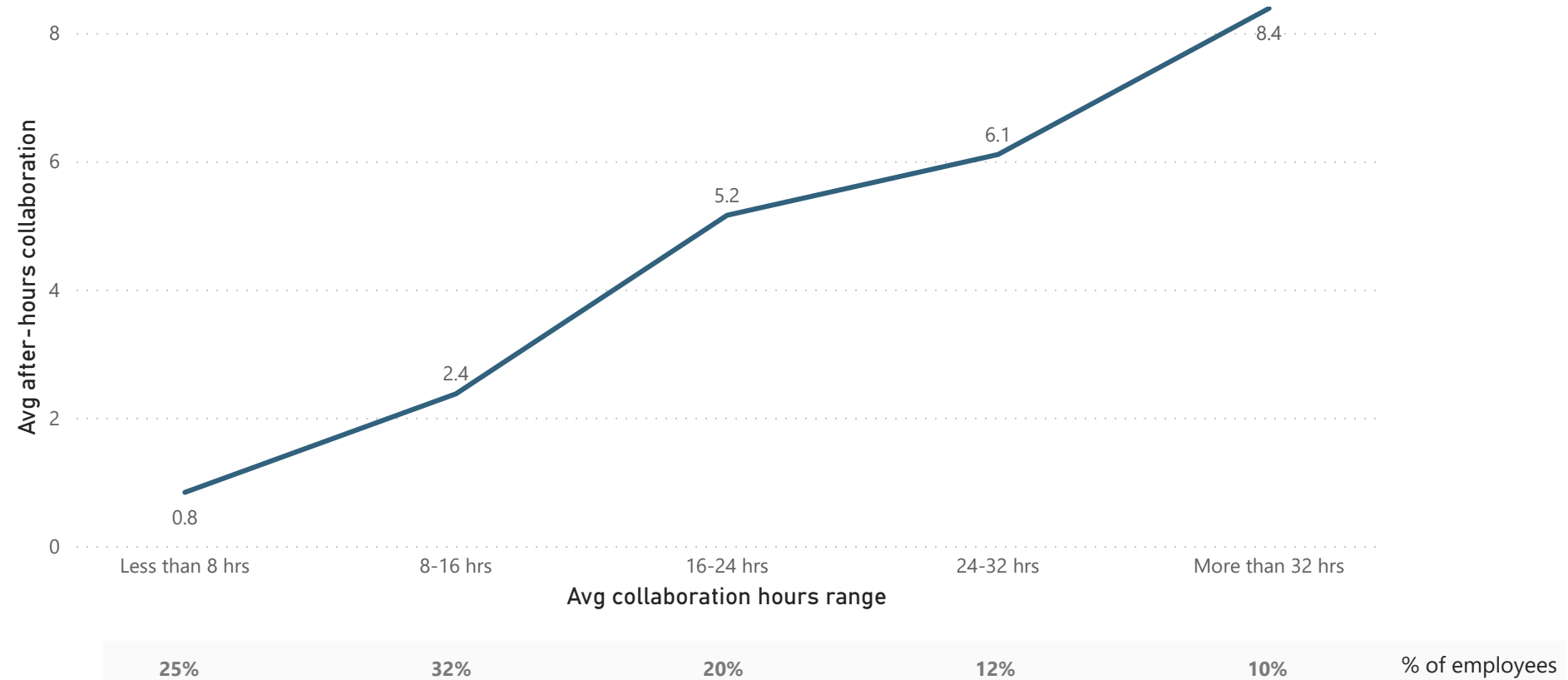
# When does weekly collaboration hit a 'tipping point,' impacting after-hours workload?

SupervisorIndicator 

All 

## After-hours collaboration

Average hours per week

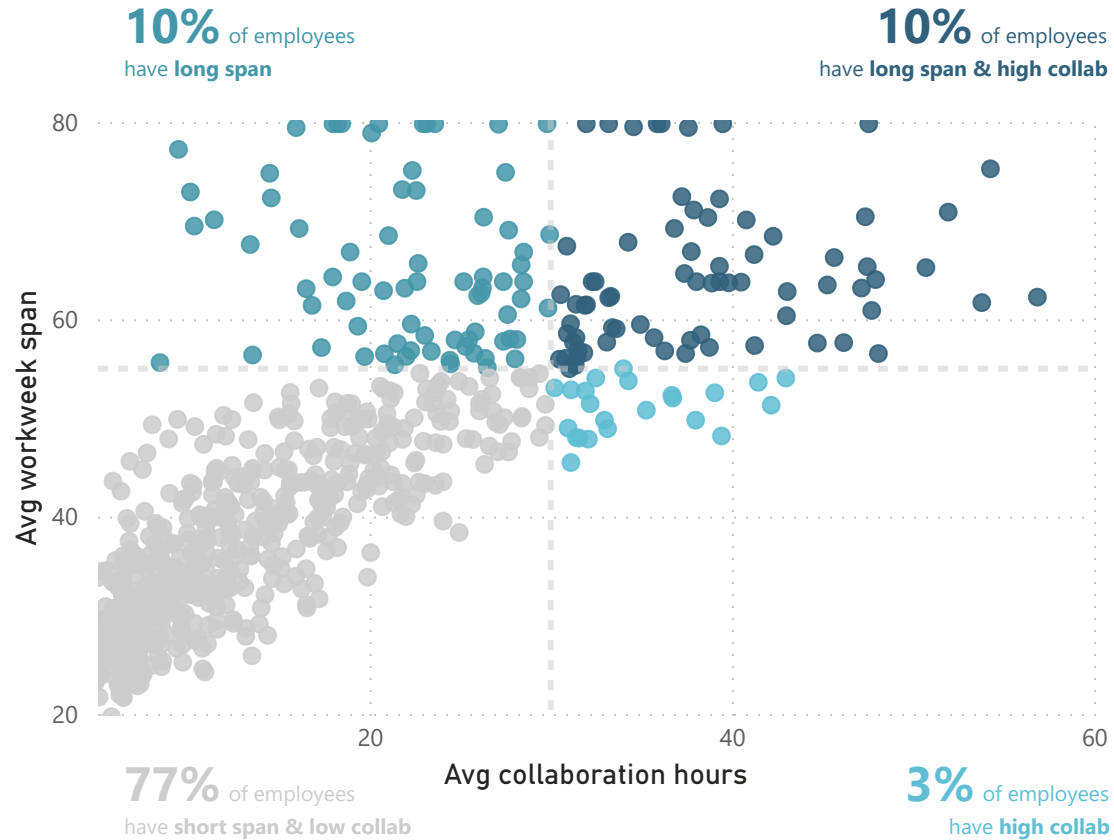




# Who in the organization is at highest risk of burnout?

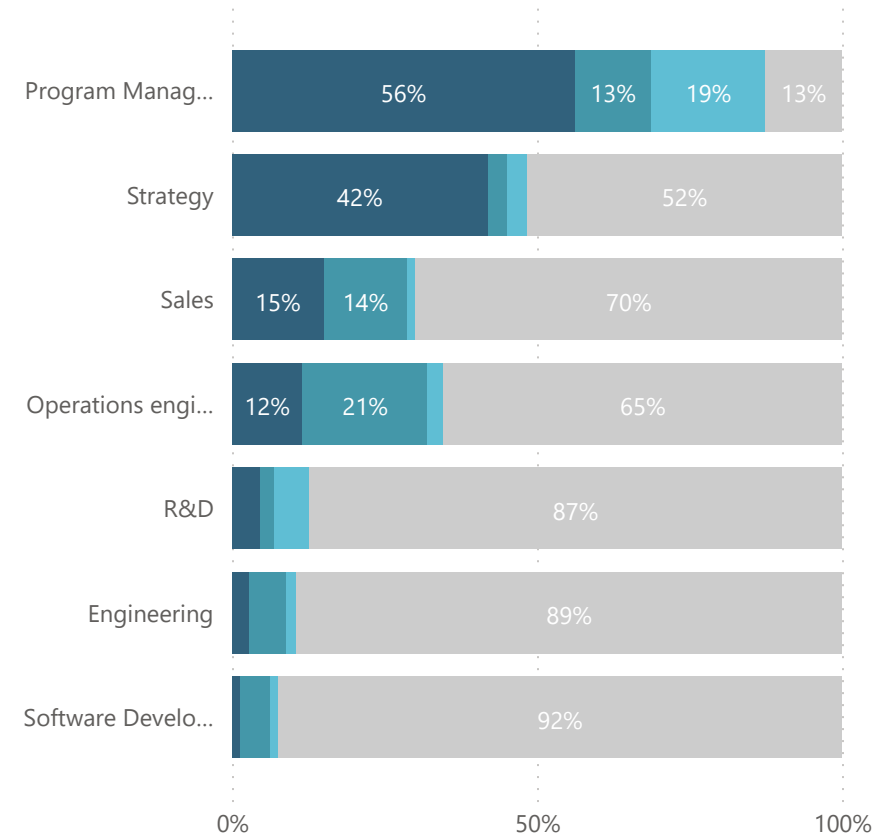
## Distribution of employees by collaboration hours and workweek span

Each dot represents an employee



## Percentage of employees by Organization

● Long span & high collab ● Long span ● High collab ● Other




SupervisorIndicator

All



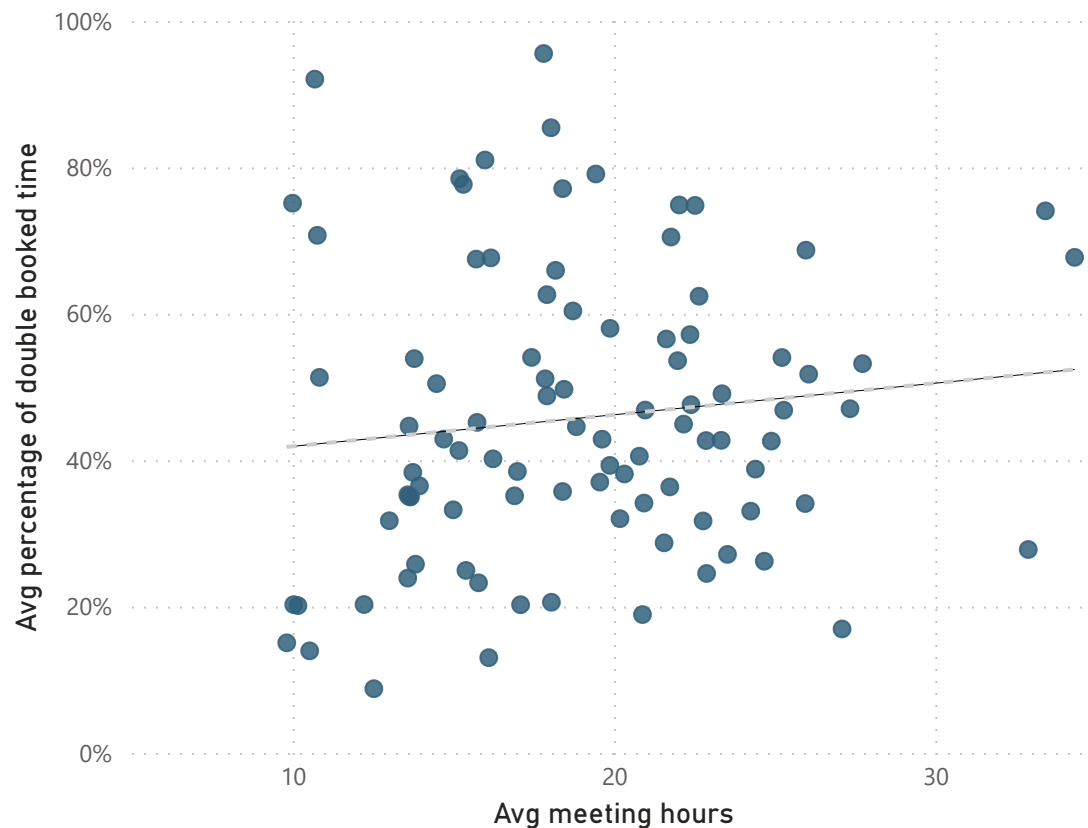
# Is manager double-booking creating potential ripple effects across the company?

SupervisorIndicator 

Multiple selections 

## Distribution of managers by meeting hours and % of double booked time

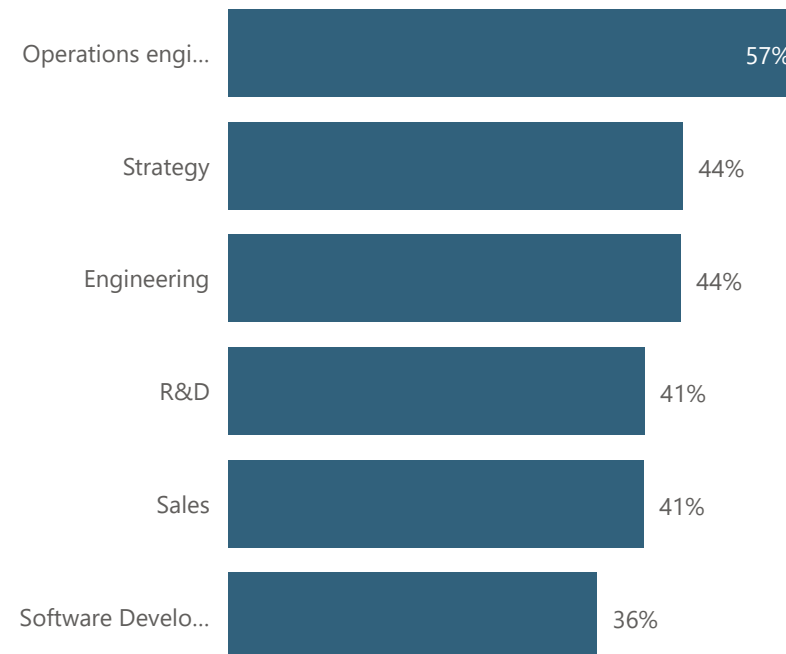
Each dot represents an employee



## Percentage of double-booked manager time

Percentage of total time in meetings

**46%** of manager's meeting hours are double-booked





# Are employees receiving sufficient manager 1:1 coaching time?

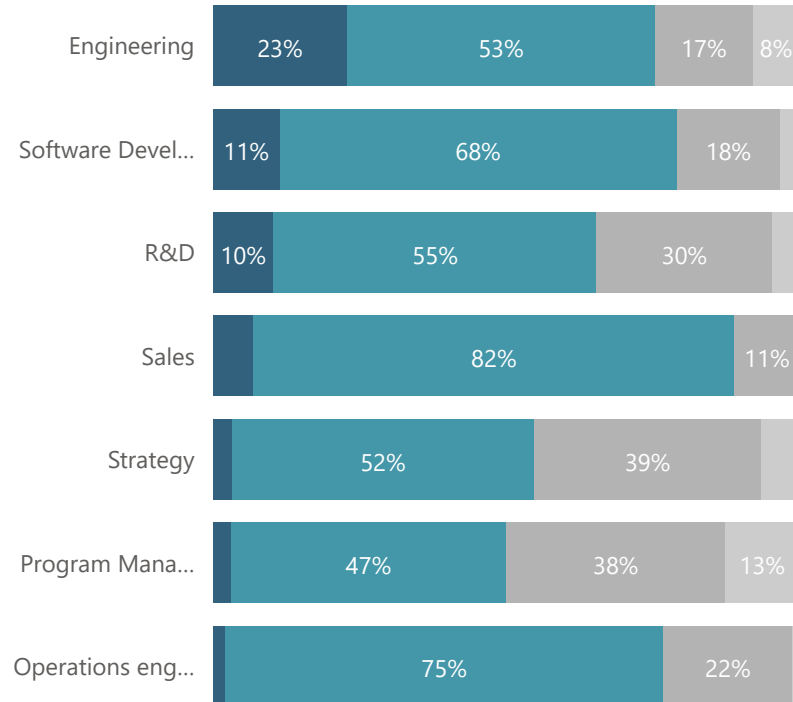
SupervisorIndicator

All

## Distribution of employees by weekly manager 1:1 time

Percentage of employees

0 min 1-15 min 16-30 min more than 30 min



**9%** of employees spent 0 min in 1:1 with manager

**65%** of employees spent 1-15 min in 1:1 with manager

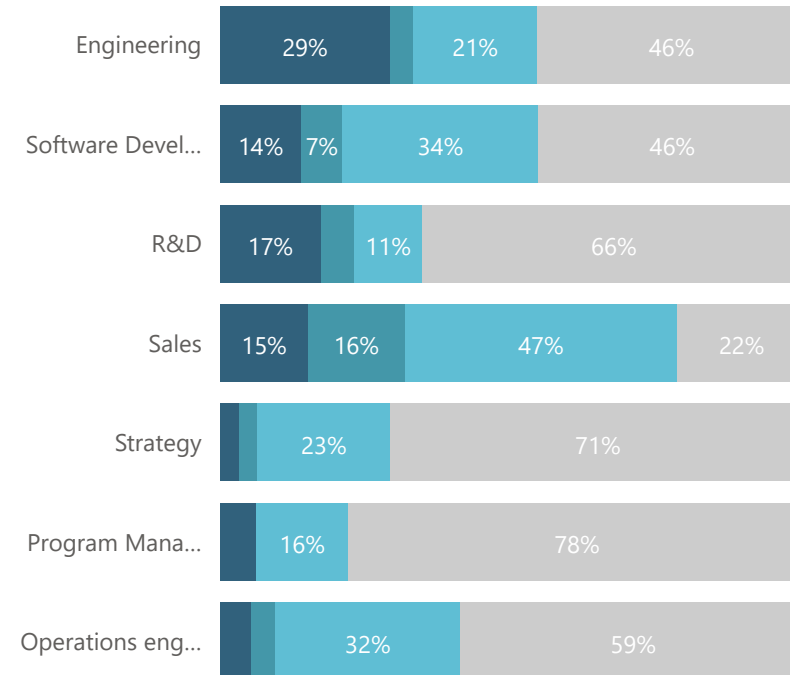
**21%** of employees spent 16-30 min in 1:1 with manager

**4%** of employees spent > 30 min in 1:1 with manager

## Distribution of employees by manager 1:1 frequency

Percentage of employees

Quarterly or less Bi-monthly Monthly Twice-monthly or more



**14%** of employees met 1:1 with manager quarterly or less

**6%** of employees met 1:1 with manager bi-monthly

**28%** of employees met 1:1 with manager monthly

**52%** of employees met 1:1 with manager twice-monthly or more



# Are managers balancing oversight with employee empowerment and autonomy?

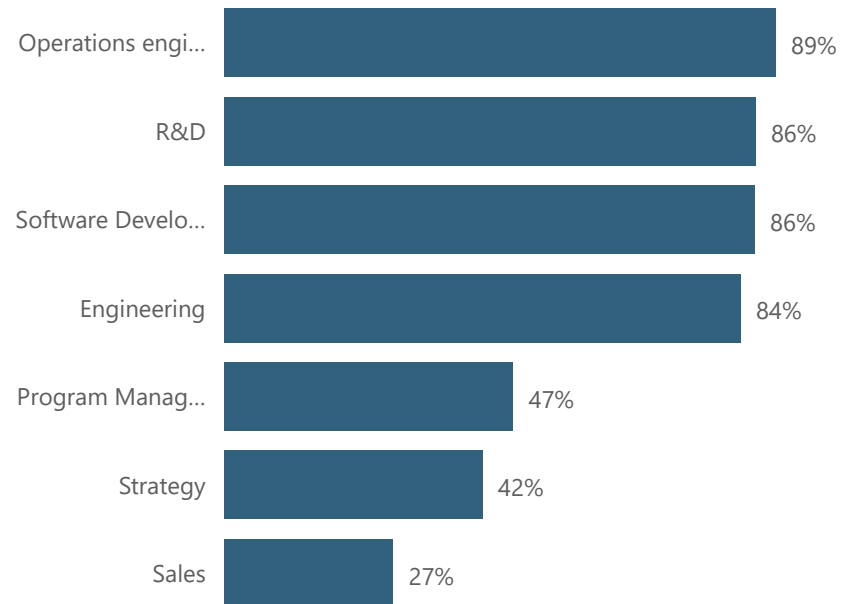
SupervisorIndicator 

Multiple selections 

## Percentage of employees with high manager co-attendance

Employees with a co-attendance rate of  or higher are considered employees with high co-attendance

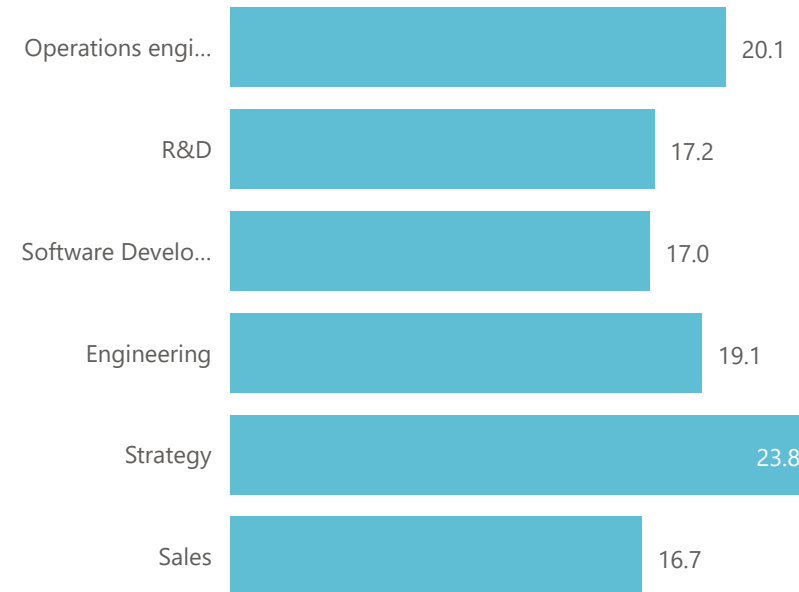
**78%** of employees have a high manager co-attendance rate



## Manager's meeting hours

Average hours per week

**18.9** hours in meetings

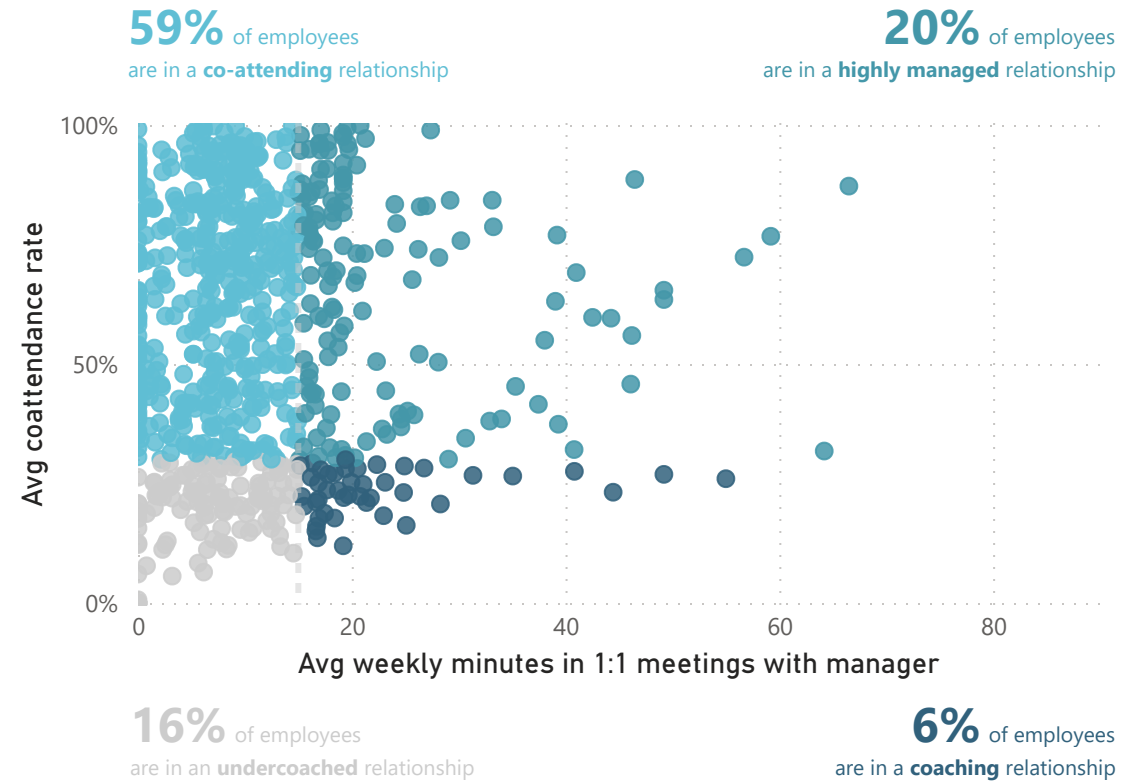




# What managerial behaviors predominate across the company and by organization?

## Distribution of employees by manager relationship

Each dot represents an employee; employees with a co-attendance rate of 30% or higher are considered employees with high co-attendance



## Percentage of employees by Organization

Coaching Highly managed Coattending Undercoached

