Free Team Productivity Report

Answer these eight multiple choice questions honestly and keep track of your points to get a team productivity assessment at the end.

# Do you use time tracking?

1. Yes, all the time. It helps us know how long each process should take. (1 point)
2. Not as much as we should, but we're trying. (2 points)
3. We don't need time tracking because all of our employees are salaried. (3 points)

# How would you describe the overall mood of your team?

1. Everyone seems positive for the most part and we don’t let conflicts fester. (1 point)
2. We have our ups and downs, but we keep the bickering to a minimum. (2 points)
3. It's called work for a reason. They get their job done and then they go home. (3 points)

# How well does your team communicate and collaborate?

1. We keep open lines of communication with each other and we check in daily. (1 point)
2. Balls get dropped sometimes due to miscommunication, but we try to stay in touch. (2 points)
3. They should be working, not chit-chatting all day. (3 points)

# What is your revenue per employee?

1. On average, each employee is adding $100k+ in annual revenue (1 point)
2. In a good year each employee earns the company well more than they’re paid. (2 points)
3. We’re breaking about even and trying to improve our numbers (3 points)

# Are your customers satisfied?

1. Customer satisfaction surveys are mostly positive, and we quickly act on feedback. (1 point)
2. Mostly satisfied, and we’re trying to address recurring issues when we have time. (2 points)
3. We hear plenty of belly-aching, but as long as they keep paying, it's not a problem. (3 points)

# Does your team get along with each other?

1. They warmly welcome new hires and some have become friends outside of work. (1 point)
2. They're polite and cordial to each other and there isn’t any open animosity. (2 points)
3. They occasionally get into arguments, but they quickly go back to not talking. (3 points)

# How often would you say your team delivers desired results?

1. We're always trying to improve, but we rarely experience a complete failure. (1 point)
2. We're definitely a work in progress, and we fail often, but we're always improving. (2 points)
3. Our results aren’t great, and the path to improvement is murky. (3 points)

# How would you describe your team's time spent in meetings?

1. We eliminate meetings whenever possible so that we can get back to producing. (1 point)
2. We have a handful of unnecessary meetings but we're trying to weed them out. (2 points)
3. We meet for two hours everyday, even if we run out of things to discuss. (3 points)

## Results

8-12 points: **Congratulations! Your team produces at a high level.**

Your team communicates, stays positive, pleases customers, uses time effectively, and gets results.

13-19 points: **Nice job. Your team is productive, but you have room for improvement.**

Your team is positive and communicates well, but may still have some inefficiencies to address. Keep striving to improve and you should gain new customers and increase revenue.

20-24 points: **Oh boy...your team is struggling with productivity.**

Your team means well (right?) but you could use a lot of work on communication, positivity, and efficient use of time. Improve those areas and you'll see big results across the board.

*Whether your team just needs to maintain a high productivity level, has a little room for improvement, or needs a complete overhaul,* [*our project management blog*](https://blog.capterra.com/articles/project-management/) *can help you get there.*