Workplace Productivity & Planning Report 2018
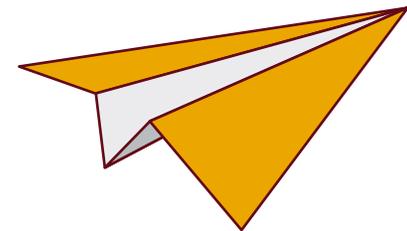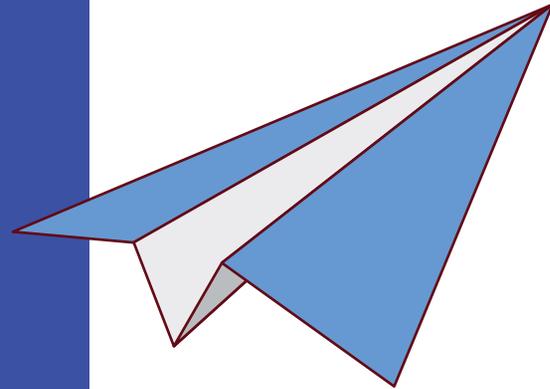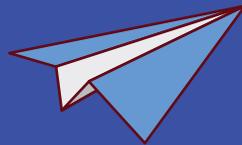
MindManager®

The pressure for businesses to innovate has never been higher.

As a result, the workplace is shifting on a rising tide of information and technology tools designed to help us get more done. And workers are changing — we are under greater demands to be productive, agile and collaborative, and we have our own high expectations around engagement, leadership and alignment.

MindManager's Workplace Productivity and Planning Report 2018 seeks to understand how organizations – and the knowledge workers that comprise them – are meeting today's challenges to get work done, to plan and to win.

We combined our own proprietary survey data with other leading data sources to focus on three key factors related to productivity and planning:

INFORMATION MANAGEMENT

STRATEGIC ALIGNMENT

LEADERSHIP & PLANNING

INFORMATION MANAGEMENT

Information is vital and valuable, but it can also be overwhelming and difficult to organize.

Knowledge workers spend an average of 17 hours per week responding to email – one third of their time at the office and half their time when they work at home.[1] Workers receive 121 emails per day, half of which are irrelevant.[2]

WORKERS SPEND

17

HOURS PER WEEK READING EMAIL

WORKERS RECEIVE

121

EMAILS PER DAY

OUR SURVEY FOUND

73%

OF WORKERS SAID THAT THEY WOULD BE MORE PRODUCTIVE IF THEY COULD SPEND LESS TIME MANAGING INCOMING INFORMATION.
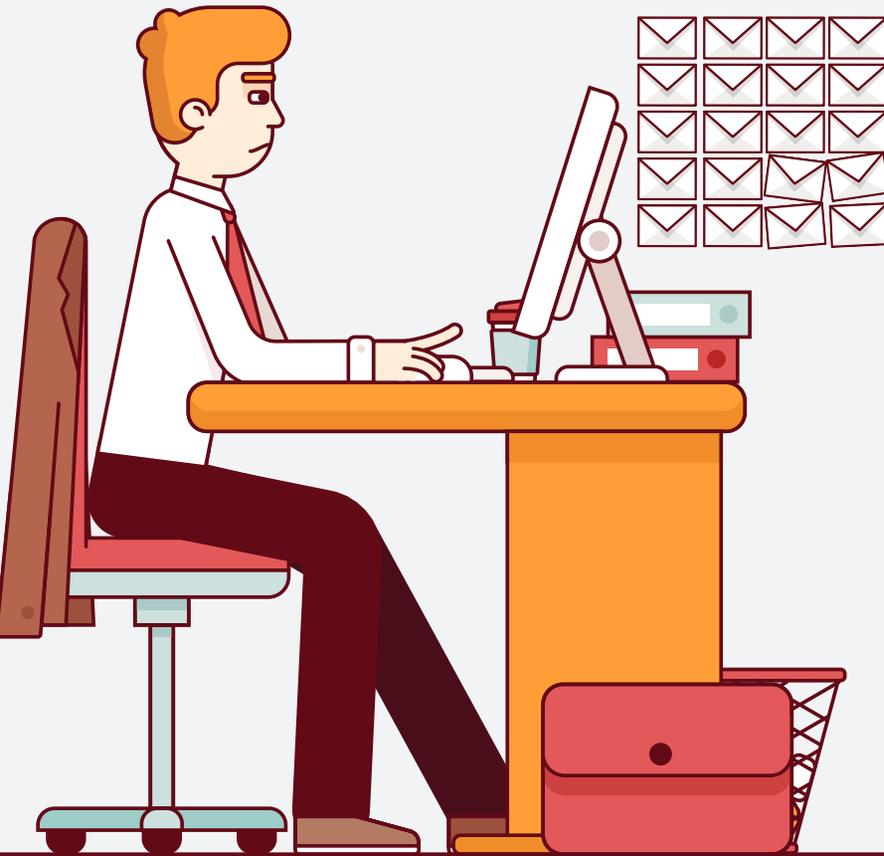
1/2

OF THE EMAILS ARE IRRELEVANT

And email is only part of the problem.

Knowledge workers regularly have to access four or more systems to get to the information they need, and they're only able to find all the information they need about half the time. As a result, an enterprise with 1,000 knowledge workers loses an average of $5.7 million annually in productivity.[3]

AN ENTERPRISE WITH 1,000 KNOWLEDGE WORKERS
LOSES AN AVERAGE OF

$5.7 MILLION

DUE TO EMPLOYEES SEARCHING FOR, BUT NOT FINDING, RELEVANT INFORMATION

61% ACCESS AT LEAST 4 SYSTEMS **13%** ACCESS 11 OR MORE

1/3 OF EVERY DAY IS SPENT LOOKING FOR AND CONSOLIDATING INFORMATION SPREAD ACROSS SYSTEMS

47% OF THE TIME WORKERS CAN'T FIND THE INFORMATION REQUIRED TO DO THEIR JOBS

Beyond sorting through email clutter and disparate systems for the information that they need to do their jobs, knowledge workers face another key hurdle in setting priorities in their work: clear alignment with teams and goals.

MindManager's 2018 survey found that poor team alignment is the biggest contributor to project failure, yet fewer than a quarter of respondents reported that their teams take the time to ensure alignment on risks and opportunities. Lack of alignment can also contribute to projects stalling, conflicts among team members and wasted personnel resources.

+50%

RESPONDENTS NOTED THAT
WHEN PROJECTS FAIL AT THEIR ORGANIZATION, IT IS BECAUSE OF POOR TEAM ALIGNMENT
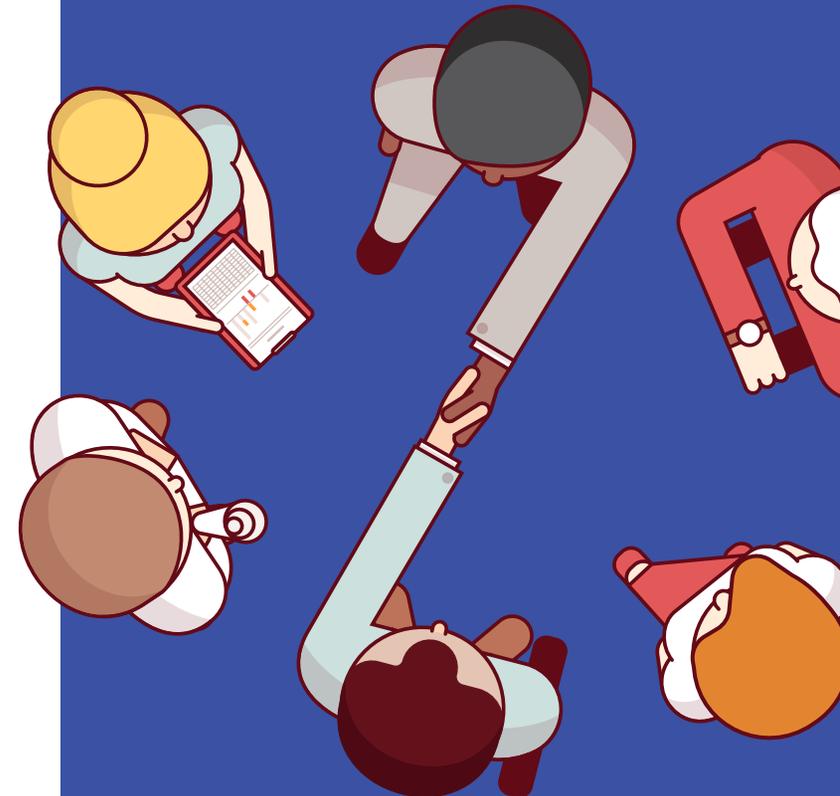
77%

OF RESPONDENTS REPORTED THAT
NOT ENOUGH TIME IS SPENT ENSURING ALIGNMENT ON RISKS AND OPPORTUNITIES

What happens when there's poor team alignment?
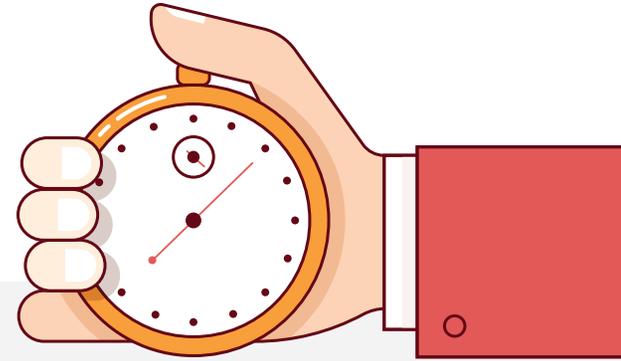
54% REPORTED **INTERPERSONAL CONFLICTS**
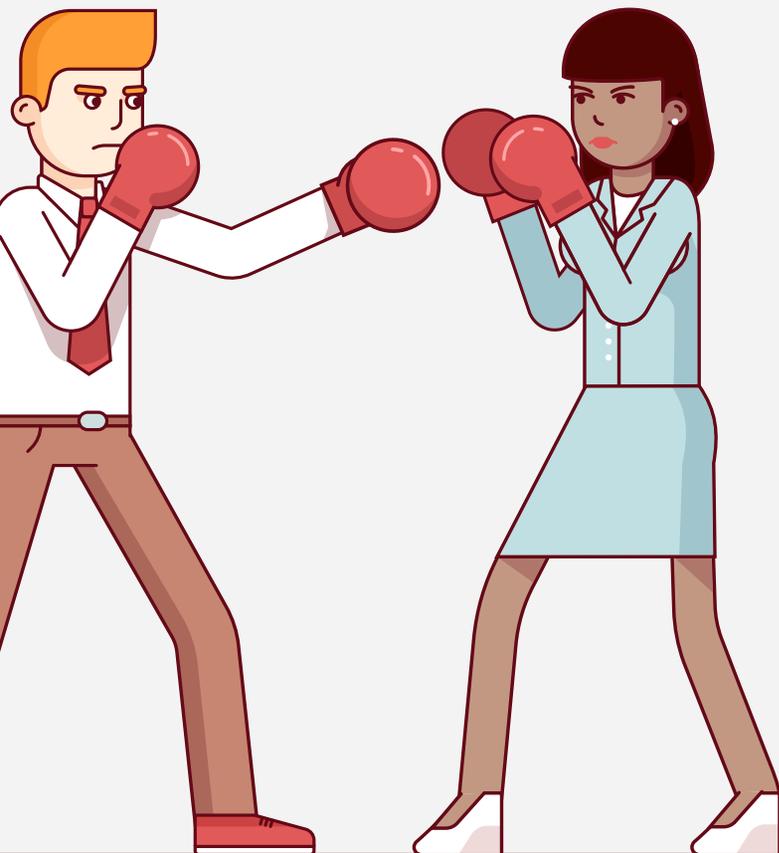
63% REPORTED **STALLED PROJECTS**
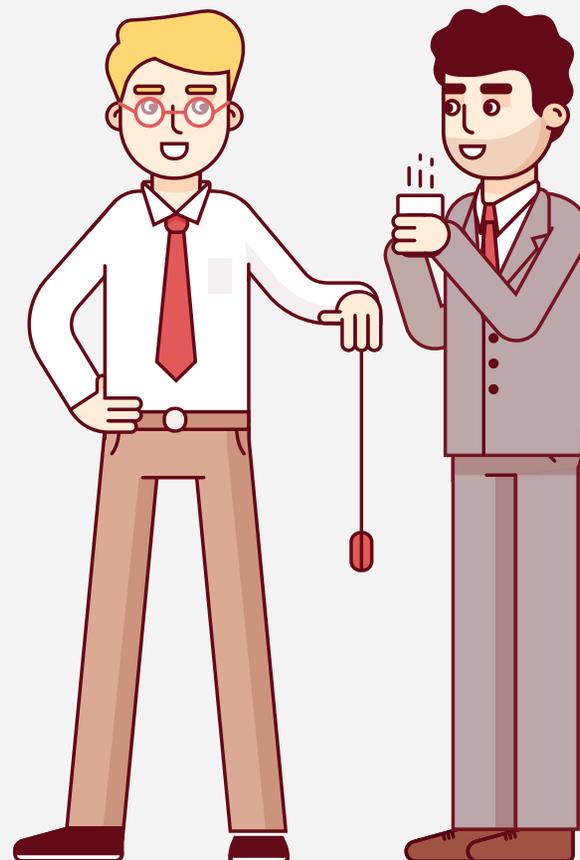
54% REPORTED **WASTED PERSONNEL RESOURCES**

Company leaders demand greater innovation and productivity from knowledge workers, but have they given their teams a clear roadmap of what they're working toward and why?

Most workers report that they have no clear understanding of priorities or confidence that they are working toward the right things.

While 65% of organizations have an agreed-upon strategy, a mere 14% of employees understand it.[4] **And our own survey results indicate that almost half of employees were unsure whether or not such a strategy or plan even exists at their organization.**

OUR SURVEY FOUND

71%

OF WORKERS SURVEYED REPORTED THAT **THEY COULD BE MORE PRODUCTIVE IF THEIR LEADER SHARED A CLEAR MAP**

65%
OF ORGANIZATIONS HAVE AN AGREED-UPON STRATEGY

BUT ONLY

14%
OF EMPLOYEES UNDERSTAND THE ORGANIZATION'S STRATEGY

44%
OF EMPLOYEES ARE UNSURE IF A PLAN EVEN EXISTS

CONCLUSION

In this workplace snapshot, *MindManager's Workplace Productivity and Planning Report 2018* finds that workers have too much information bombarding them, siloed in too many different places, hurting their effectiveness. Leaders are inconsistent in aligning teams and sharing strategic roadmaps, causing projects and teams to fail.

As business leaders and knowledge workers navigate the mounting pressures to innovate, they will need new tools for managing information, aligning their projects and teams and executing against clear, shared strategic plans.

ABOUT MINDMANAGER

Mindjet's MindManager helps individuals, teams, and enterprises do great work faster by simplifying the way they capture, organize, and share information. Transforming scattered ideas and unstructured data into dynamic visual maps, MindManager gives people a clearer understanding and greater control over their time, work, and world. Millions of global users choose MindManager to brainstorm ideas, plan and execute projects, communicate knowledge and drive positive, profitable business results. For more information, visit www.mindjet.com.

[1] Global News, "This is how much time you spend on work emails every day, according to a Canadian survey." April 21, 2017.

[2] The Radicati Group, Inc., "Email Statistics Report, 2017-2021," Palo Alto, February 2017.

[3] Coveo, "New IDC Report Points to Unified Search and Text Analytics as Drivers of Knowledge Use and Employee Productivity." June 19, 2014.

[4] Forbes, "Strategy 101: It's All About Alignment." October 16, 2012.

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