

Productivity in the UK 2018

Solving the UK's office productivity issues

Summary

Productivity levels across the UK have fallen to a dramatic low, as 38% of office workers call on their employers to do more, with a further 60% believing their business has productivity issues.

With ongoing problems in offices around the country, the average worker admits they are unproductive for up to 1.5 hours a day, adding up to a staggering 40 million* hours lost across the UK every week. Worryingly, compared to 2017, the average office worker has lost an extra 30 minutes a day to productivity issues.

A recent report from the Bank of England found that Britain has endured the worst decade for productivity growth since the 18th Century¹, whilst the Office of National Statistics recently announced that since January 2018 we saw just 0.1% growth in GDP the slowest recorded since 2012².



In the UK the average worker admits they are unproductive for up to 1.5 hours a day leading to

**A STAGGERING
40 MILLION
HOURS
LOST EVERY WEEK**

Our annual Productivity in the UK report studies the opinions of 1,250 office workers from the Legal, Education, Finance, IT & Telecoms and Marketing sectors to understand how they view their productivity and what employers need to do to boost output levels in the UK.

[Read on now to find out more and discover how you can help solve productivity issues in the workplace.....](#)



¹ Bank Underground, John Lewis, Bitesize: The past decade's productivity growth in historical context, 25.04.18

² Office of National Statistic, Economic Review, 26.04.18

Productivity in the UK 2018

Fellowes has released its second Productivity in the UK report to help businesses understand what their employees need to increase output and the tools to help

A STAGGERING
40 MILLION
HOURS
are lost across the UK every week



1/4
OF WORKERS
admit they are
UNPRODUCTIVE
for upto 2 hours a day

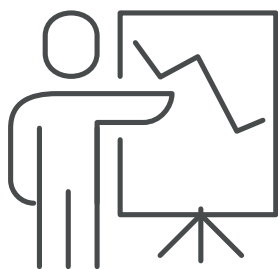


The average office worker has lost an extra 30 mins a day due to productivity issues

Compared to 2017

Productivity

60% of office workers believe their business has productivity issues



The average UK office worker loses an hour and a half a day

38% are calling for their employers to do more

Distraction

The biggest causes are:



47%

Talking to colleagues

29%

Emails

24%

Mobile Phones

OFFICE Equipment



36%

Claimed

they were faced with not having the right office equipment more than once a week

19%

Agreed

that better office equipment would make them feel more productive in the office

95%

Agreed

that good office equipment improves output

To help get those lost hours back Fellowes have pulled together their

Top Tips For Staying Productive

1 Get your files in order

Having an effective records management solution, such as the Bankers Box Premium and System Range, helps you access files with ease. Use a shredder to safely and confidently dispose of any documents too.

2 Set up to succeed

Fellowes intuitive range of ergonomic workplace solutions, including back, foot and wrist supports as well as sit stand work stations, help you adopt the correct posture, sit comfortably and ultimately upgrade your working environment to get more done.

3 Be creative

Using binding machines, laminators and trimmers you can transform your work materials and office spaces to increase motivation and achieve more.

4 Talk to your team

Reliable, fast and efficient business machines are essential for optimising productivity in the workplace. Fellowes business machines are well known for their quality of build, their cutting-edge features and their time-saving performances.

Clocking Off

To understand how productivity affects office workers each day, our annual study starts by calculating exactly how much time office workers are losing and why.

30% of UK office workers admit to only completing 1-4 tasks at the office each day and failing to meet deadlines, on average, at least once a week.

When asked if a four-day week would help productivity, a substantial 65% agreed.

In comparison to Fellowes 2017 Productivity in the UK report, we found:

The average worker is losing **1.5** hours a day to productivity issues compared to just **1** hour in 2017

The number of UK office workers who describe their productivity level as 'not that productive' has doubled since 2017

Daily Distractions

In 2017 we found that productivity rates had slowed thanks to a huge array of distractions and worryingly this has increased in 2018. The biggest causes of distraction for respondents in 2018 includes:



Workers in the North East are the chattiest, with a huge 6 in 10 admitting talking with colleagues stops them working, whilst **36% of workers in the Finance sector claim they are most distracted by emails.**

Facebook comes top when asked which social media channels cause procrastination in the office, with 10% calling it their biggest distraction. **WhatsApp, Instagram and Twitter** also made it into the top distractions.

It seems that millennials are finding it hard to put their phones down, with **40% admitting they are distracted by their mobiles**, and a further **20% of this foodie generation saying they are distracted by food.**



Set Up to Succeed

Unsurprisingly, **office set ups affect the way people work**, with half of those in open plan offices complaining about colleagues distracting them, compared to just 36% of those who work in cubicles.

When asked if their companies have productivity issues, it's those working in hot-desking offices and out of date offices that agree with this statement (65%).

Compared to 20% in 2017, **nearly 4 in 10 office workers complain that they don't have access to the right office equipment** more than once a week.

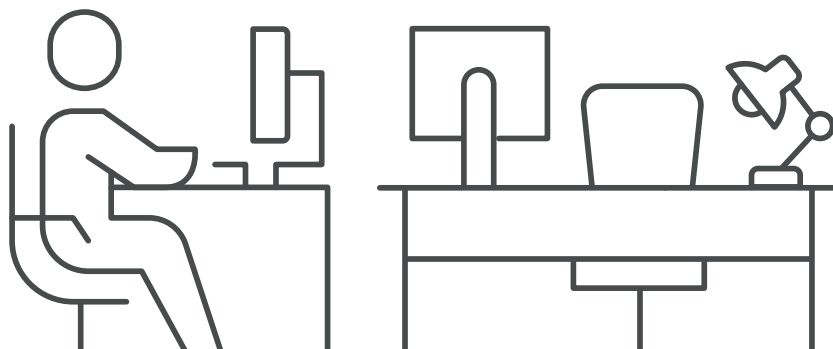
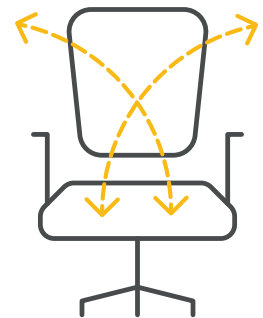
Office types also affect productivity levels. As expected, **Brits working in modern offices say they are the most productive.**

However, as more people work from different locations and with office sizes shrinking, we found that **Brits who hot-desk feel the least productive.** This could be due to the importance of having an organised and comfortable desk, with hot-deskers also coming out top when asked about not having the right office equipment.

The study also shows that **a quarter of UK office workers believe having less meetings would help them be more productive**, with **17% stating that taking more breaks would help output.**

STAFF THAT HOTDESK

feel the least productive



95% AGREE

Good office equipment improves productivity

Darryl Brunt, Country Head UK & Ireland at Fellowes, comments:

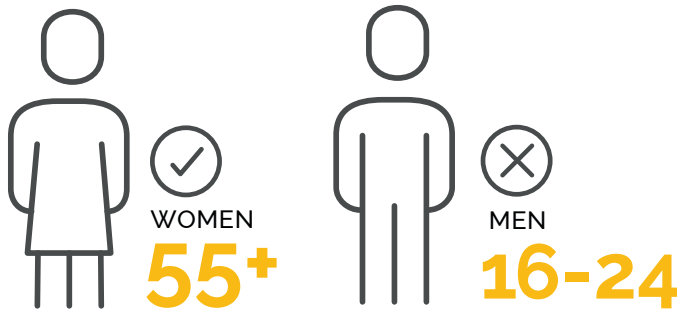
The makeup of every workforce is different but it's clear that employers need to do more to help get the best from their employees. With only 59% of UK office workers saying they are productive, it's key for solutions to be implemented quickly.

To unlock people's productivity, workers must not only have the right equipment but they must feel valued and supported. By establishing smarter ways of working, employers can build an empowered workforce which best serves its customers."

Productivity Barometer

When it comes to looking at who makes the top and bottom of the productivity table, we found that the **most productive people in the UK are women, aged 55+, working in the East Midlands's Finance industry** in 'modern' offices.

The **least productive people in the UK are men aged 16-24 years old, based in the West Midlands**, working in co-working offices within the IT sector.



Adding to the Midlands rivalries, **the most productive workers are in the East Midlands who only lose over an hour a day**, whilst those in the West Midlands waste almost double that time.

The **region with the highest tasks completed each day is Scotland**, whose office workforce gets between 11-20 tasks completed each day. **The lowest region of completed tasks is Wales**, where over 1 in 5 (21%) only get 1-4 tasks done a day and 10% even admitted to getting no tasks done at all.

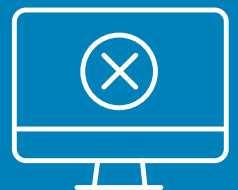
In **Yorkshire, 13% of people even said they are unproductive for 4-8 hours a day**. However, Yorkshire folk actually miss the least deadlines and office workers in London miss the most deadlines, with over 10 percent of people missing 3-4 deadlines a week.

The most productive UK industry was education whose workers only lost under an hour and half a day, with 15% missing just one deadline a month.

The least productive however was IT and Telecoms workers, who are unproductive for nearly two hours a day and 5% of them miss 3-4 deadlines per week.



**MOST PRODUCTIVE
EDUCATION**



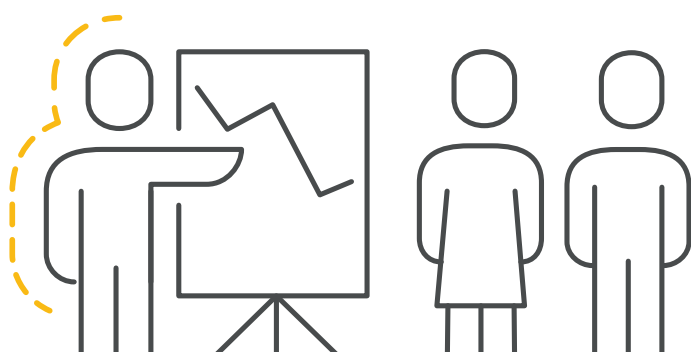
**LEAST PRODUCTIVE
IT AND TELECOMS**

The legal industry comes top of the list for tasks completed per day, with 22% getting 11-20 tasks complete each day and over 10% even getting 31-40 tasks completed! As for the least tasks completed a day, **even though they are the most productive workers the education sector come in at the bottom** with just 8 tasks completed per day.

Employers must do more

Our report finds that **38% of office workers feel their employers aren't doing enough to help productivity**. Forty per cent even go as far as to say that they are more productive than their boss.

When asked what would help improve output, **16% of UK office workers are looking for better management** from their team.



38%

of office workers
feel their employers
aren't doing enough

16%

of UK office workers
are looking for
better management

40%

of UK office
workers feel their
work isn't valued

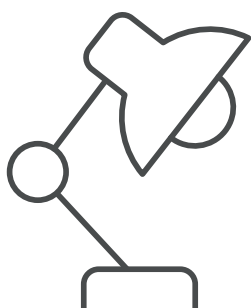


Another factor to consider in the productivity puzzle is a sense of **team and belonging**, as **40% of office workers feel their work isn't valued by their employer**.

Forty three per cent of women feel like their work isn't valued by their employer, compared to just 27% of men. Nearly half (44%) of 16-24 year olds don't feel their work is appreciated compared to just a third (30%) of workers over 55.

It seems clear that the current way of working is highly ineffective, so what can employers do to make workers happier, feel more appreciated and ultimately increase productivity?

See overleaf for the Fellowes top tips for staying productive:



Stay productive!

To help get those lost hours back, Fellowes recommends these top tips for staying productive



Get your files in order

Knowing exactly where all your documents are frees up time and helps you be more productive. Having an effective records management solution, such as the Bankers Box® Premium and System Range, helps you access files with ease and limited stress. It's always best practice using a shredder to safely and confidently dispose of any documents you no longer need



Set up to succeed

Prepare yourself to be productive by making sure you are comfortable at your desk. Bad working habits when using computers, laptops and tablets are a major cause of distractions in the workplace. Fellowes' intuitive range of ergonomic workplace solutions, including back, foot and wrist supports as well as sit stand work stations, helps you adopt the correct posture, sit comfortably and ultimately upgrade your working environment to get more done



Be creative

1 in 5 people believe they would be more productive if they had a better office environment, and even the smallest changes can help increase output. Using binding machines, laminators and trimmers, you can transform your work materials and office space to increase motivation and achieve more



Talk to your team

Communication is key in any business, whether with your immediate team or the company boss. Ensure you understand the tools your team needs to succeed. Reliable, fast and efficient business machines are essential for optimising productivity in the workplace. Fellowes' business machines are well-known for their quality of build, cutting-edge features and time-saving performance

As part of our Productivity in the UK 2018 report, Fellowes aims to make workers thrive thanks to over 100 years of experience helping businesses work better. Fellowes believe that the workplace should be the optimal environment for everyone to be the best they can.

Our century-long commitment to creating workspace solutions helps workers make an impact every day. We know that with the right tools, everyone has the ability to fully harness their potential.

Solutions

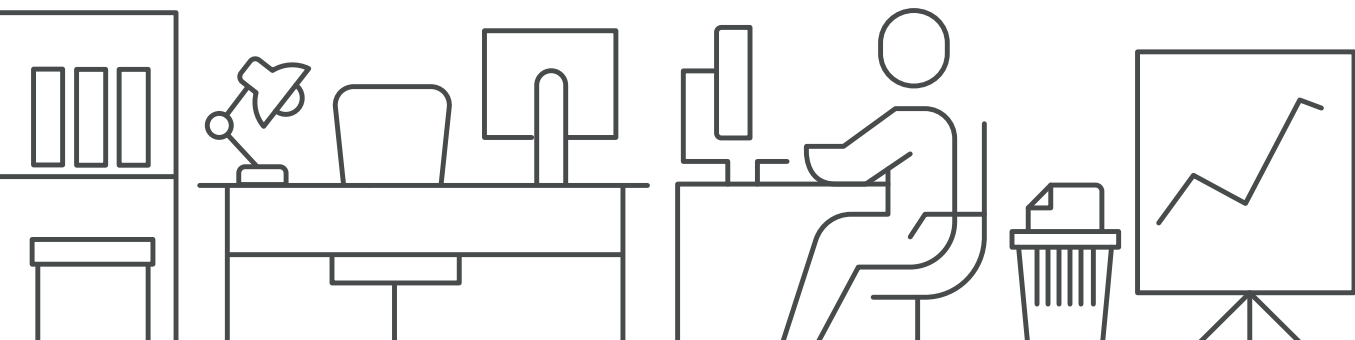
Fellowes Brands™ is a market-leading manufacturer of products that help people to be better organised, more productive, secure and healthy – at work, in the home and on the go.

Our products include an intuitive range of ergonomic workspace solutions that help you to reduce risk in the workplace, enhance wellbeing, improve morale and increase productivity. From FIRA accredited monitor and laptop supports, back supports, foot supports and wrist supports with Microban® antibacterial protection – to a new range of Sit-Stand Workstations and Work Platforms, Fellowes is actively helping the nation to be working well.

Being organised and having an effective records management system frees up time to be more productive. The Bankers Box® Premium and System Range storage solutions are engineered for strength but designed for convenience. They are easily portable and allow files to be accessed with ease. The range provides a full records management life cycle from active paperwork through to archiving and storage.

Now, with new GRPR rules in place it has never been so important to ensure you have the right shredder at work. As well as keeping personal and business details safe, you can save time with a range of different machines for all offices. Selecting the best paper shredder depends on several factors, from where it will be used to how much it will be used. Numerous options in shredder performance and security levels are available, as well as many features that make shredding more effective for the workplace. From manual models to the AutoMax™ machines features include automatic shredding for maximum productivity, superior auto feed technologies, anti-jam functions and more.

Reliable, fast and efficient business machines are also essential for optimising productivity in the workplace. Fellowes business machines, including binders, laminators, trimmers and guillotines, are well known for their quality of build, their cutting-edge features and their time-saving performances.





FAMILY BUSINESS
SINCE 1917



Contact your local Fellowes® service representative
or visit us on the web at www.fellowes.com

© 2018 Fellowes®, Inc.