

**Fellowes study: Office workers increasingly pressured to be more productive**  
***Biennial “Productivity in the Workplace” survey reveals varying habits and perceptions among generations; productivity expert gives tips to get back to business***

**ITASCA, III. (January 26, 2017)** – More than half of office workers in the U.S. say they feel increasing pressures to be more productive at work, according to the biennial “Productivity in the Workplace” study commissioned by [Fellowes](#).

Employees are working an average of 44 hours per week, of which only 29 were considered to be productive, the new survey of 1,200 fulltime office workers said.

When it comes to productivity, age matters. Employees in the Generation X group are seen as most productive by their coworkers, with millennials viewed as least productive. And, three out of four people feel more productive in their work as they have gotten older, especially millennials, as revealed in the survey.

The majority of survey respondents feel the key to productivity is making adjustments within the existing work day versus working more hours. Chatty coworkers top the list of productivity killers, with unnecessary meetings, cell phone disruptions and problems with office equipment also on the list. Respondents identify productivity boosters as cutting back on meetings, having more quiet spaces to work, schedule flexibility and more up-to-date technology.

“Paying close attention to the evolving workplace ensures we provide products that help people make the most of their office time so they can get back to business,” said Nancy Heaton, vice president, global marketing, Fellowes. “Studies like the ‘Productivity in the Workplace’ help us feel the pulse of what helps people be more efficient at work.”

In line with the “Productivity in the Workplace” Survey, [Laura Stack](#), “The Productivity Pro,” offers the three tips for increasing productivity in the office:

1. **Give disruptions the boot.** Resist the urge to constantly check email turning off your notifications. Put your cell phone on airplane mode, instant messaging on Do Not Disturb and let calls roll over to voicemail.
2. **Cut down on meetings.** Cancel meetings if face time isn’t imperative and give colleagues more time to get their jobs done. Also, try to schedule one day a week on your calendar that is meeting-free.
3. **Practice “in, on, around or shred.”** Eight-eight percent of people use paper in the office. Cut the clutter by keeping items you work with daily *on* your desk, weekly items *in* your desk drawers and monthly items *around* your desk, in archives or filing cabinets. Use an automatic shredder for everything else, like Fellowes’ line of AutoMax shredders, which shreds up to 500 sheets of paper at once with the touch of a button.

To learn more about the survey and get more of Laura Stack’s productivity tips, visit [www.Fellowes.com](http://www.Fellowes.com).

**About Fellowes Productivity in the Workplace Study**

Results are based on a survey of 1,200 full-time office workers conducted by Versta Research, sampling from a large national research panel of U.S. adults. The survey was conducted between November 15 and December 6, 2016. Assuming no sample bias, the maximum margin of sampling error for overall results is +/- 3%.

### **About Fellowes Brands**

Fellowes Brands provides home, workplace and mobile technology solutions for a world with an ever-changing need for innovation. Founded in 1917 by Harry Fellowes and headquartered in Itasca, Illinois, Fellowes Brands employs more than 1,500 people throughout the world and has operations in eighteen countries. Fellowes products are now readily available in over 100 countries across the globe.

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