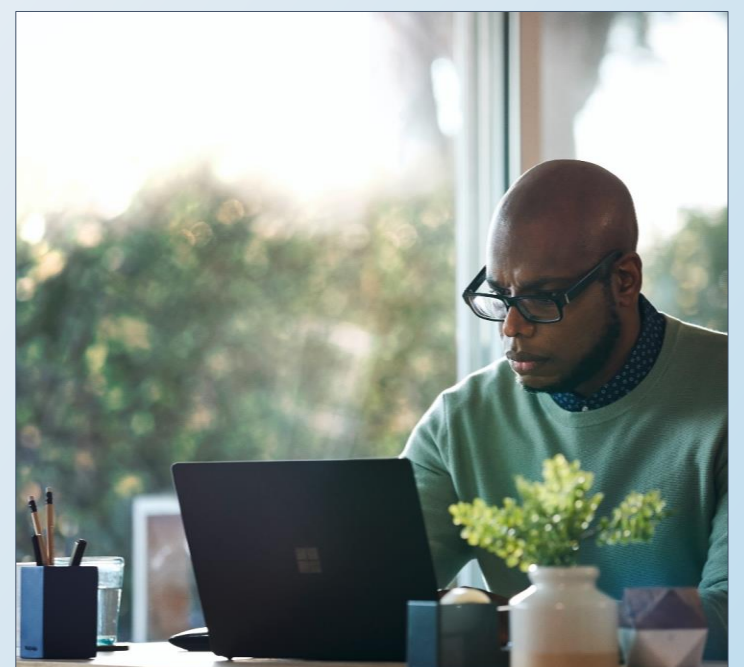
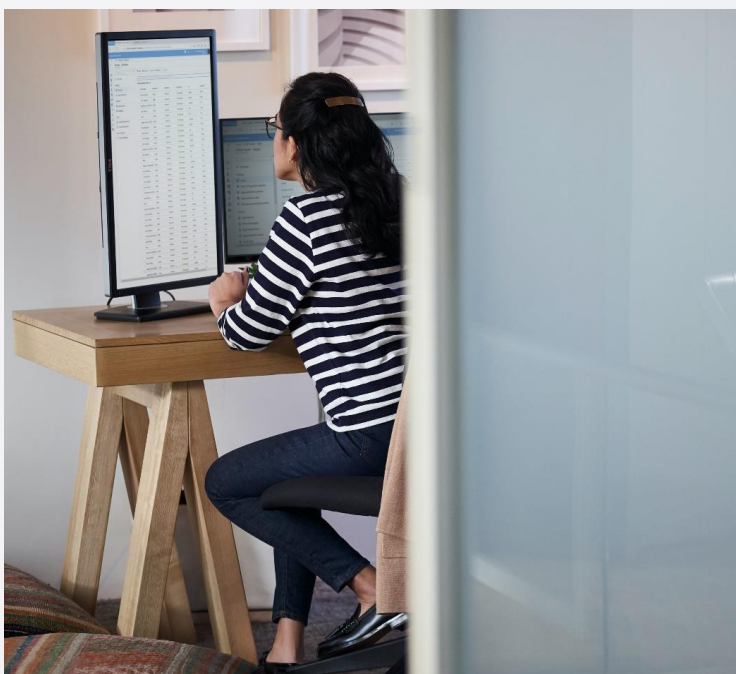




Understanding how work gets done

Microsoft Viva Insights is a workplace analytics tool designed to surface meaningful insights into how work gets accomplished across complex, fast-based businesses.

Viva Insights helps individuals and teams find that balance between productivity and wellbeing to help create a fulfilling employee experience.



Spot opportunities to improve outcomes

Viva Insights applies intelligence to data generated by everyday work to understand how work gets done, explain and predict the impact of work patterns on the outcomes your business cares about, and support the wellbeing of your employees.



A top-down & bottom-up approach to organizational change



Personal insights

Identify opportunities to enhance how you work:

- Nurture your wellbeing and improve your productivity
- Stay connected with close collaborators
- Establish focus time for uninterrupted work
- Mindfully disconnect at the end of the day



Teamwork habits

Identify work patterns that can lead to burnout and stress:

- Aggregated insights about work and collaboration patterns
- Recommended actions to help your team stay balanced
- Tools to stay connect with your team and maintain regular 1:1's
- Tools to help build a positive work culture



Organization trends

Understand the impact of work on people and the business:

- Address critical questions about organizational resiliency
- Understand the impact of hybrid work on people and the business
- Identify opportunities to improve business outcomes



Advanced insights

Address complex challenges with advanced tools:

- Flexible, out-of-the-box reports
- Advanced query engine and a library of prebuilt accelerators, visualizations, and interactive reports
- Overlay organization data sets to uncover best practices

Create cycles of discovery and change

Viva Insights helps address common business challenges.

Start with a [library of predefined templates](#) that provide a visual analysis of workplace patterns for the business outcomes you care about.

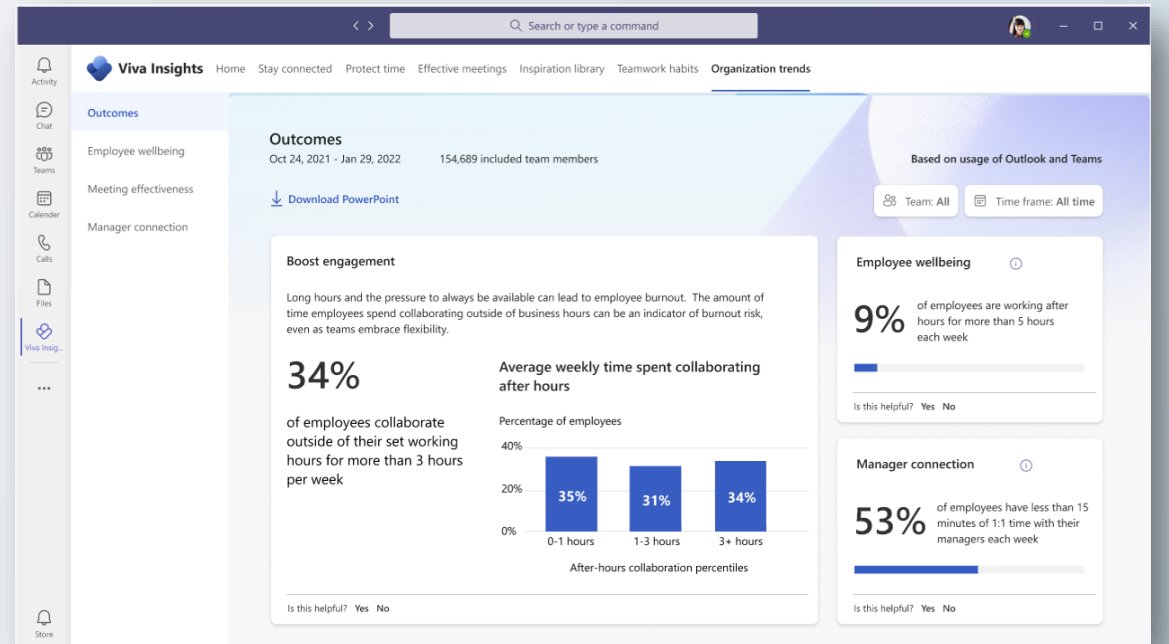
- Increase employee engagement
- Reduce employee burnout
- Promote employee wellbeing
- Foster connection and fulfillment
- Develop an inclusive and adaptable hybrid work plan
- Improve meeting effectiveness
- Enable manager excellence
- Streamline processes with data
- Improve sales effectiveness and customer focus
- Create a coaching environment
- Support DEI initiatives
- Grow new leaders from within
- _____
- _____

Protect your organization from burn out

Here's an example of a top down/bottom-up approach using Viva Insights to identify potential burnout risks associated with different work models.

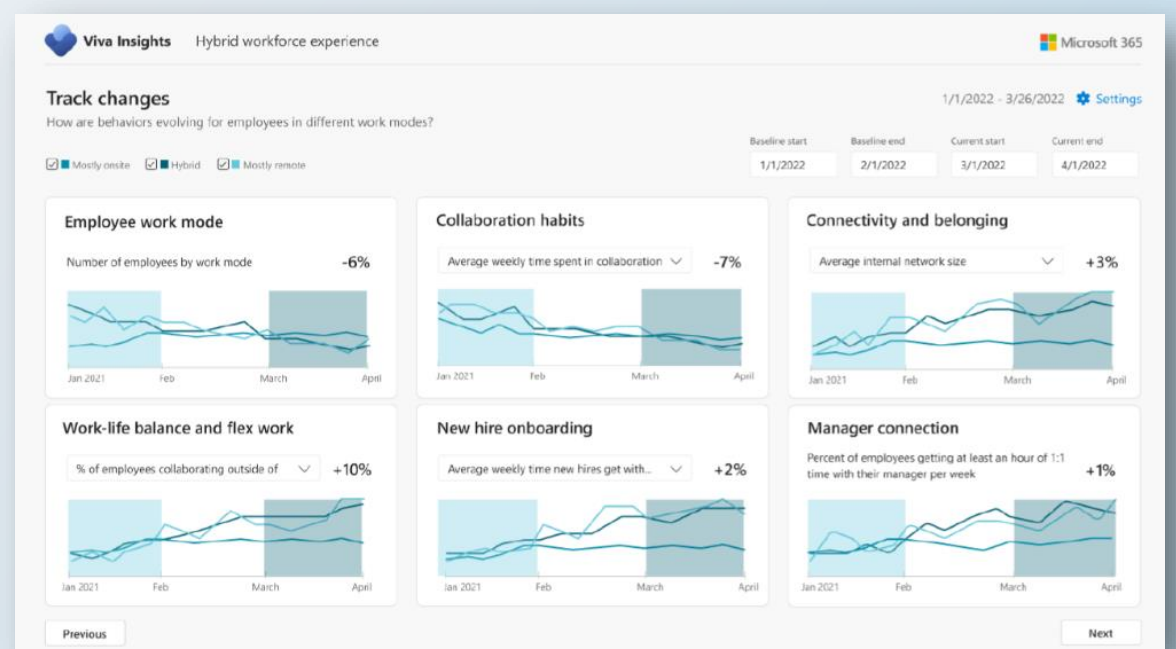
Organization trends

At-a-glance, managers and leaders gain insights into long workdays; a risk factor for employee burnout.



Advanced insights: Hybrid work dashboard

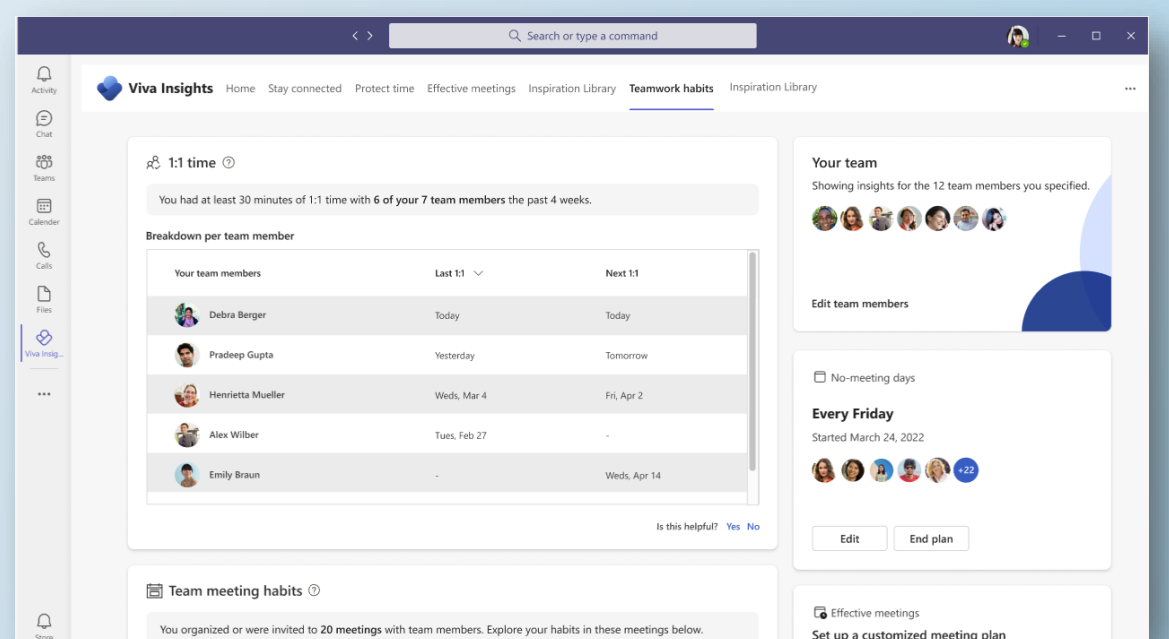
Leaders can partner with Viva Insights analysts to generate deeper insights. Are the longer workdays more strongly attributed to certain work models and how are the long hours affecting connectivity and collaboration?



Teamwork habits

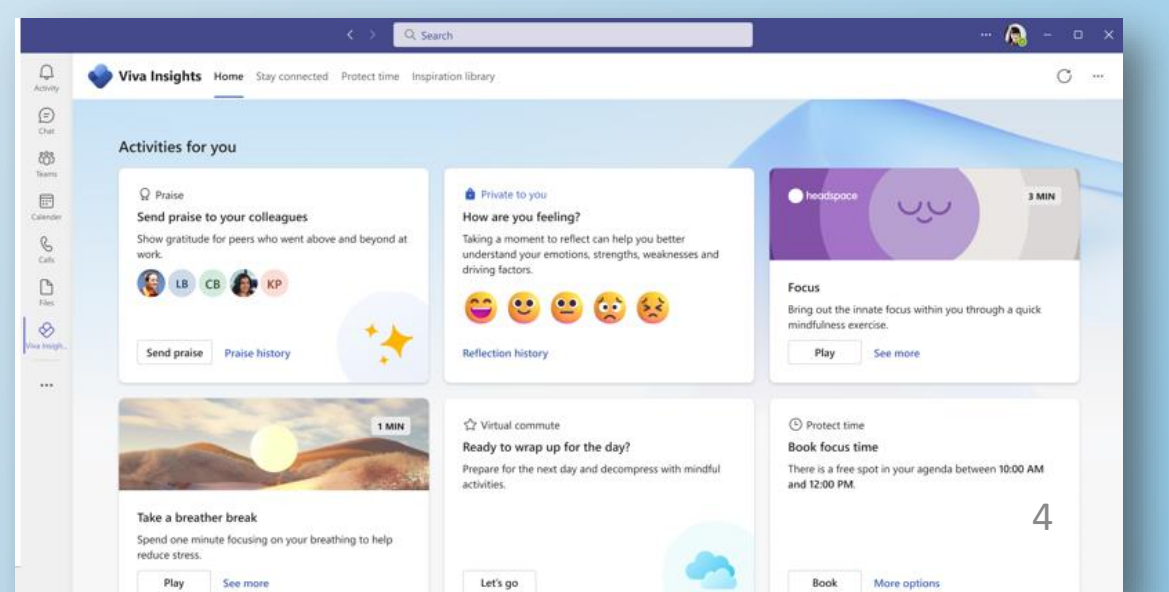
Generate insights that help develop action plans for managers and leaders.

Tools such as no-meeting day plans, focus time plans, 1:1 scheduling help propel data insights into business best practices.



Personal insights

Surface privacy-protected insights for all employees in the flow of their work to help them avoid distractions and improve productivity. Virtual commute, focus tools, and headspace activities help support work/life balance.



Jumpstart your transformation

Predefined templates can help you analyze workplace patterns and trends and identify opportunity areas.

[Business resilience](#)

Keep a pulse on business resilience and employee wellbeing while navigating large shifts in the way your company works.

[Watch a demo](#)

[Hybrid workforce experience](#)

Understand how hybrid work affects the experience of onsite, hybrid, and remote employees differently.

[Watch a demo](#)

[Manager effectiveness](#)

Gain insight into collaboration patterns of people managers and find ways to improve their effectiveness.

[Watch a demo](#)

[Meeting effectiveness](#)

Identify opportunities for employees to practice more effective meeting habits.

[Watch a demo](#)

[Ways of working](#)

Perform a broad study of collaboration patterns, meeting effectiveness, wellbeing, and coaching to uncover areas for improvement.

[Watch a demo](#)

[Wellbeing – balance and flexibility](#)

Analyze employee work balance and flexibility at your company, uncover opportunities for improvement, and track trends over time.

[Watch a demo](#)

[Click here to learn more about Power BI report templates](#)

Measure the impact

Choose measurable criteria to showcase concrete success to stakeholders, such as user satisfaction, adoption velocity, and changes in workplace.

Example:

If your goal is to prevent employee burnout, here are ways to measure the impact of the changes you introduce:

Use the [Viva Insights activity report](#) located in the Microsoft 365 admin center for visibility into adoption rates. Leverage the report to help inform and bolster your Viva Insights adoption campaigns.

Usage of focus time plans and no-meeting day plans can be strong indicators to healthy work/life balance.

1. **Run** the [Employee wellbeing template](#) to establish baseline quantitative metrics for your organization on factors that contribute to burnout.
2. **Correlate** employee sentiment data around key burnout indicators.
3. **Establish** burnout prevention goals, i.e.:
 - Average available focus time for employees
 - Reduction in after-hours or weekend work
 - Reduction of urgent collaboration activities
 - Increased 1:1 and/or small group collaboration
 - Qualitative sentiment data from employees
 - User adoption rates
4. **Educate** employees on healthy work practices in Viva Insights such as blocking focus time, booking no-meeting day plans, and increasing quality employee/manager connections.
5. **Re-run** the Employee wellbeing report on a monthly basis to determine if key wellbeing indicators are trending in the right direction and track changes in employee sentiment.

