**Mindfully and confidently digital - Code book**

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| **Variable** | **SPSS variable name** | **Coding instructions** |
| Age | Age | Age in years |
| Gender | Gender | 1 = Male  2 = Female  3 = Non-binary/ third gender  4 = Prefer not to say |
| Education | Education | 1=Secondary school up to 16 years  2=Higher or secondary or further education (A-levels, BTEC, etc.)  3=College or university  4=Post-graduate degree |
| Length of Tenure | Tenure | Tenure in years |
| Income | Income | 1=Below £10, 000  2=£10, 001 to £20, 000  3=£20, 001 to £30, 000  4=£30, 001 to £40, 000  5=£40, 001 to £50, 000  6=Above £50, 001 |
| Work hours per week | Work\_hrs | Work in hours |
| In general, how do you find your job? | WStress | 1 = Not at all stressful  2 = Mildly stressful  3 = Moderately stressful  4 = Very stressful  5 = Extremely stressful |
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| I feel drained from activities that require me to use digital workplace technologies. | DWS1 | 1 = Almost always  2 = Very frequently  3 = Somewhat frequently  4 = Somewhat infrequently  5 = Very infrequently  6 = Almost never. |
| I feel tired from my digital workplace activities. | DWS2 |  |
| Working all day with digital workplace technologies is a strain for me. | DWS3 |  |
| I feel burned out from my digital workplace activities. | DWS4 |  |
| - | DWSTOTRV | Total score reversed so that high score equates to high digital workplace stress i.e. a score of 24 is very high DWS. |
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| I am often distracted by the excessive amount of information available to me for business decision making. | DWO\_IO1 | 1 – Strongly disagree  2 – Disagree  3 – Somewhat disagree  4 – Neither agree or disagree  5 – Somewhat agree  6 – Agree  7 – Strongly agree |
| I find that I am overwhelmed by the amount of information I have to process on a daily basis. | DWO\_IO2 |  |
| Usually, my problem is with too much information to synthesize instead of not having enough information to make decisions. | DWO\_IO3 |  |
| I am often distracted by features that are included in applications I use for my job but are not necessary to perform my job duties. | DWO\_SFO1 |  |
| I am often less productive because of poor user interface design in digital workplace applications I use to support my daily business activities. | DWO\_SFO2 |  |
| I find that most digital workplace applications I use at work handle too many tasks poorly instead of too few tasks very well. | DWO\_SFO3 |  |
| Many digital workplace applications I use at work tend to try to be too helpful which makes performing my job even harder. | DWO\_SFO4 |  |
| The digital workplace applications I use for work are often more complex than the tasks I have to complete using these packages. | DWO\_SFO5 |  |
| I feel that in a less connected environment, my attention would be less divided allowing me to be more productive. | DWO\_CO1 |  |
| I often find myself overwhelmed because technology has allowed too many other people to have access to my time. | DWO\_CO2 |  |
| I waste a lot of my time responding to emails and messages in collaboration environments that are business-related but not directly related to what I need to get done. | DWO\_CO3 |  |
| The availability of electronic communication has created more of an interruption than it has improved communications. | DWO\_CO4 |  |
| - | DWO\_IO\_TOT | Total of DWO\_IO1-3 (score range 3 to 21; high score of 21 indicates high information overload). |
| - | DWO\_SFO\_TOT | Total of DWO SF1-5 (score range 5 to 35; high score of 35 indicates high system feature overload). |
| - | DWO\_CO\_TOT | Total of DWO CO1-4 (score range 4 to 28; high score of 28 indicates high communication overload). |
| - | DWOTOTMN | Mean of all DWO items |
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| I feel apprehensive about using digital workplace applications. | DWANX1 | 1 – Strongly disagree  2 – Disagree  3 – Somewhat disagree  4 – Neither agree or disagree  5 – Somewhat agree  6 – Agree  7 – Strongly agree |
| It scares me to think that I could lose a lot of information using digital workplace applications by hitting the wrong key. | DWANX2 |  |
| I hesitate to use digital workplace applications for fear of making mistakes I cannot correct. | DWANX3 |  |
| Digital workplace applications are somewhat intimidating to me. | DWANX4 |  |
| - | DWANXTMN | Mean of all DWANX items . |
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| …I worry that I might miss important work-related updates. | DWFOMO1 | 1 – Very untrue of me  2 – Untrue of what I me  3 – Somewhat untrue of me  4 – Neutral  5 – Somewhat true of me  6 – True of me  7 – Very true of me |
| …I worry that I might miss out on valuable work-related information. | DWFOMO2 |  |
| …I worry that I will miss out on important work-related news. | DWFOMO3 |  |
| …I worry that I will miss out on important information that is relevant to my job. | DWFOMO4 |  |
| …I worry that I will not know what is happening at work. | DWFOMO5 |  |
| …I get anxious that I will miss out on an opportunity to make important business connections. | DWFOMO6 |  |
| …I am constantly thinking that I might miss opportunities to strengthen business contacts. | DWFOMO7 |  |
| …I am constantly thinking that I might miss opportunities to make new business contacts. | DWFOMO8 |  |
| …I worry that I will miss out on networking opportunities that my coworkers will have. | DWFOMO9 |  |
| …I fear that my coworkers might make business contacts that I won’t make. | DWFOMO10 |  |
| - | DWFOMO\_IE | Informational exclusion dimension of FOMO (items 1-5) |
| - | DWFOMO\_RE | Relational exclusion dimension of FOMO (items 6-10) |
| - | DWFOMOTM | Mean of all DWFOMO items (1-7) |
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| I feel I use digital workplace technologies in excess in my life. | DWADD1 | 1 = almost always  2 = very frequently  3 =somewhat frequently  4 = somewhat infrequently  5 = very infrequently  6 = almost never. |
| I seem to have an inner compulsion to use digital workplace technologies in whatever place and time. | DWADD2 |  |
| I find myself staying connected to work using the digital workplace after my co-workers have called it quits. | DWADD3 |  |
| I feel guilty when I’m not available to colleagues using the digital workplace when I take time off work. | DWADD4 |  |
| - | DWADDTMR | Reversed mean of all addiction items. |
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| I could be experiencing some emotion and not be conscious of it until sometime later. | TRAIT\_MIND1 | 1 = almost always  2 = very frequently  3 = somewhat frequently  4 = somewhat infrequently  5 = very infrequently  6 = almost never. |
| I break or spill things because of carelessness, not paying attention, or thinking of something else. | TRAIT\_MIND2 |  |
| I find it difficult to stay focused on what’s happening in the present. | TRAIT\_MIND3 |  |
| I tend to walk quickly to get where I’m going without paying attention to what I experience along the way. | TRAIT\_MIND4 |  |
| I tend not to notice feelings of physical tension or discomfort until they really grab my attention. | TRAIT\_MIND5 |  |
| It seems I am “running on automatic,” without much awareness of what I’m doing. | TRAIT\_MIND6 |  |
| I rush through activities without being really attentive to them. | TRAIT\_MIND7 |  |
| I get so focused on the goal I want to achieve that I lose touch with what I’m doing right now to get there. | TRAIT\_MIND8 |  |
| I do jobs or tasks automatically, without being aware of what I'm doing. | TRAIT\_MIND9 |  |
| I drive or walk places on ‘automatic pilot’ and then wonder why I went there. | TRAIT\_MIND10 |  |
| I find myself doing things without paying attention. | TRAIT\_MIND11 |  |
| - | TMINDTOTRV | Reversed mean of all TRAIT\_MIND items (1-6). |
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| ...if there was no one around to tell me what to do | CSE1 | 1-10 scale where 1 = not at all confident, 5 = moderately confident, 10 = totally confident |
| ...if I had never used an application like it before. | CSE2 |  |
| ... if I had only the application manual for reference. | CSE3 |  |
| ...if I had seen someone else using it before trying it myself. | CSE4 |  |
| ...if I could call someone for help if I got stuck. | CSE5 |  |
| ...if someone else had helped me get started. | CSE6 |  |
| ...if I had a lot of time to complete the job for which the application was provided. | CSE7 |  |
| ...if I had a built-in help facility for assistance. | CSE8 |  |
| ...if someone showed me how to do it first. | CSE9 |  |
| …if I had used similar applications before this one to do the same job. | CSE10 |  |
| - | CSETOTMN | Mean of all CSE items |
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| Oldenburg Burnout Inventory includes two subscales: disengagement (BURN\_DIS) and exhaustion (BURN\_EXH. Disengagement items are 1, 3, 6, 7, 9, 11, 13 and 15. Exhaustion items are 2, 4, 5, 8 10, 12, 14 and 16. Items 2, 3, 4, 6, 9, 11 and 12 are reverse scored. | | |
| I always find new and interesting aspects in my work. [DIS] | BURN1 | 1 = Strongly disagree  2 = Disagree  3 = Somewhat disagree  4 = Neither agree or disagree  5 = Somewhat agree  6 = Agree  7 = Strongly agree |
| There are days when I feel tired before I arrive at work. [EXH] | BURN2 | Reverse |
| It happens more and more often that I talk about my work in a negative way. [DIS] | BURN3 | Reverse |
| After work, I tend to need more time than in the past in order to relax and feel better. [EXH] | BURN4 | Reverse |
| I can tolerate the pressure of my work very well. [EXH] | BURN5 |  |
| Lately, I tend to think less at work and do my job almost mechanically. [DIS] | BURN6 | Reverse |
| I find my work to be a positive challenge. [DIS] | BURN7 |  |
| During my work, I often feel emotionally drained. [EXH] | BURN8 | Reverse |
| Over time, one can become disconnected from this type of work. [DIS] | BURN9 | Reverse |
| After working, I have enough energy for my leisure activities. [EXH] | BURN10 |  |
| Sometimes I feel sickened by my work tasks. [DIS] | BURN11 | Reverse |
| After work, I usually feel worn out and weary. [EXH] | BURN12 | Reverse |
| This is the only type of work that I can imagine myself doing. [DIS] | BURN13 |  |
| Usually, I can manage the amount of my work well. [EXH] | BURN14 |  |
| I feel more and more engaged with my work. [DIS] | BURN15 |  |
| When I work, I usually feel energised. [EXH] | BURN16 |  |
| - | BURNDISTOT | Total of the 8 disengagement items (reversed items for 3, 6, 7, 9, 11; score range 8 to 56; low score indicates higher burnout) |
| - | BURNEXHTOT | Total of the 8 disengagement items (reversed items for 2, 4, 8, 12; score range 8 to 56; low score indicates higher burnout) |
| - | BURNTOTRV | Reversed mean of burnout items. |
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| Please rate your general physical health. In general, would you say your health is: | HEALTH\_PHYS1 | 1 = Excellent  2 = Very good  3 = Good  4 = Fair  5 = Poor |
| I seem to get sick a little easier than other people. | HEALTH\_PHYS2\_1 | 1 = Definitely true  2 = Mostly true  3 = Don’t know  4 = Mostly false  5 = Definitely false  Reverse |
| I am as healthy as anybody I know. | HEALTH\_PHYS2\_2 |  |
| I expect my health to get worse. | HEALTH\_PHYS2\_3 | Reverse |
| My health is excellent. | HEALTH\_PHYS2\_4 |  |
| - | HEALTH\_PHYS\_TOT | Total of the five physical health items (reversed items for 2 and 4; score range 5 to 25; low score indicates better physical health) |
| - | PSHTOTRV | Reversed sum of all physical health items (1-5). |
| - | PSHTOTRV6 | Reversed sum of all physical health items converted to 1-6 scale |
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| have you been a very nervous person? | HEALTH\_MENT1 | 1 = All of the time  2 = Most of the time  3 = A good bit of the time  4 = Some of the time  5 = A little of the time  6 = None of the time  Reverse |
| have you felt so down in the dumps that nothing could cheer you up? | HEALTH\_MENT2 | Reverse |
| have you felt calm and peaceful? | HEALTH\_MENT3 |  |
| have you felt downhearted and blue? | HEALTH\_MENT4 | Reverse |
| have you been a happy person? | HEALTH\_MENT5 |  |
| - | MTHTOTRV | Reversed sum of all mental health items. |
| - | HEALTHTOT | Total of PSHTOTRV6 and MTHTOTRV |