



Interview Guidelines

TITLE OF THE RESEARCH PROJECT

Work and leisure in the digital age: A practice exploration of digital work

Location: _____

Date _____ Time: _____

Interview no: _____ Interview duration: _____ Interview code: _____

INTERVIEWEES' PERSONAL DETAILS

Name: _____

Nationality: _____

Occupation(s): _____

Highest level of education: _____

Age: _____

Gender: _____

INTERVIEWEES' CONTACT INFORMATION

For member checks and in case clarification is needed at a later stage – personal and contact details will be destroyed as soon as project concludes.

Telephone: _____

Email: _____

Other: _____

INTRODUCTION

Purpose of the interview

This is an in-depth interview to gain an insider's view in the management of work and leisure borders of digital workers. You have been selected as a key informant to enable me to gain an understanding of how the work and leisure of digital workers manifests in practice. The interview is conducted within my PhD research at Bournemouth University. The data gathered from this interview will be treated confidentially and results will be disseminated for academic purposes only.

Length of interview

The length of this interview is variable but it is anticipated to take 60 to 90 minutes. The interview can be interrupted at any point of time.

Permission to record

In order to analyse the information obtained through this interview the conversation will be audio-recorded. Do you agree to the recording of this interview?

Questions

Do you have any questions before we start with the interview?

INTERVIEW QUESTIONS

We are here to discuss about the practice of digital work. Let's start with a few warm-up questions related to your life as a digital worker:

- 1) What is your job title?
- 2) How would you describe your employment type?
- 3) Think of a typical day of your work, what are your main activities?
- 4) When do you work? How many hours do you usually work per day/week? Does your work time changes throughout the year (weeks, months, seasons, calendar)?
- 5) From what places do you travel to work? Does your work location changes throughout the year (weeks, months, seasons, calendar)?
- 6) Could you please describe how independent are you in choosing the where, when and how you work?
- 7) What are some of the leisure activities you do in your free time?
- 8) Does your work influence your free time choices?
- 9) Does your free time have an influence on your work choices?
- 10) Overall, how important is work to you?
O Not important O Little important O Neither O Important O Very Important
- 11) And, how important is leisure to you?
O Not important O Little important O Neither O Important O Very Important

NOTES AND FOLLOW UP QUESTIONS

At this point I would like to discuss with you about the role of digital technology in life as a digital worker.

- 12) Do you use digital technology? Yes No
- 13) What digital technology you use?
- 14) How often do you use it? How much time do you use it per day?
- 15) What are the main reasons for you to use digital technology?
- 16) How do you use digital technologies? How do digital technologies help you achieving your goals?
- 17) Overall, how important is for you to use digital technologies in your work activities?
 Not important Little important Neither Important Very Important
- 18) And, how important is for you to use digital technology in your leisure life?
 Not important Little important Neither Important Very Important

NOTES AND FOLLOW UP QUESTIONS

Now I would like to discuss about how you use digital technology in managing the boundaries between your work and leisure activities.

- 19) Could you describe in which way you separate or integrate work and leisure in your life.
How does digital technology help in doing it?
- 20) How has the use of digital technology changed how you organise your work/leisure activities in your daily life?
- 21) In what ways does digital technology influence when (time) you conduct work activities?
- 22) In what ways does digital technology influence from where (space) you conduct work activities?
- 23) Do you feel that the use of digital technology helps you to remain engaged or disengage from work/leisure?
- 24) Are there any rules, implicit or explicit, that you follow?
- 25) Do you use digital technology to manage the way in which you interact with work/leisure social connections? And if yes, how?
- 26) How do you manage the process of transiting from work to leisure and vice versa?
- 27) Think of a situation where work/leisure boundaries mix in time and location, how do you manage and negotiate these boundaries with the closest people around you?
- 28) How do you negotiate boundaries and expectations with your social contacts at work?
- 29) Have you found yourself in a situation in which work intruded your leisure time through digital technology?
- 30) Have you found yourself in a situation in which leisure intruded your work time through digital technology?

- 31) Have you found yourself experiencing a situation in which you found it difficult to keep clear boundaries and differentiate between work and leisure?
- 32) Have you found yourself in situations where you felt uncomfortable with using technology in managing work/leisure boundaries?
- 33) Does the use of digital technology make the combination of work/leisure in your life easier / more difficult?
- 34) When you think of a typical work day, what are your perceived advantages and disadvantages of using digital technology in work and leisure?
- 35) How does using digital technology in work/leisure make you feel?
- 36) Overall, how important is for you to use digital technologies in managing the relationship between work and leisure?
 Not important Little important Neither Important Very Important

NOTES AND FOLLOW UP QUESTIONS

Let's come to the final questions and let's take an outlook into the future in the next 5 years.

- 37) How do you see yourself working in 5 years time?
- 38) How do you see the digital worker of the future?
- 39) How do you see the digital organisation of the future?
- 40) What do you see as the biggest upcoming changes in the way how we will conduct work/leisure activities in the future?

CONCLUSION AND THANKS

- 41) Would you to provide any other information related to the topics of this interview that you believe to be important?
- 42) Do you have any questions about the interview or research project?

Thank you very much for contributing to this research project.

REFLECTION ON THE INTERVIEW SITUATION
