

# Informed Consent

## Title of the Project: Taking Control for Work-Life Balance

Thank you for signing up to this study. Before you decide whether you want to take part voluntarily, please read the following information carefully. Ask us if there is anything that is not clear or if you would like more information.

### Details of the Study

This study aims to explore any issues you might be experiencing around your use of communication technologies and work-life balance, and how research-informed strategies can help users feel more in control. In detail, the study consists of:

#### *Workshop*

In the first part, there will be an opportunity for you to reflect on your current practices and preferences, as well as sharing experiences with others. In the second part of the workshop, you will be presented with a series of possible strategies and asked to commit to at least one of them for 2 weeks.

#### *Follow-up*

Following the workshop, we will ask you to take part in a follow-up evaluation after 2 weeks. The aim of this evaluation is to understand how the intervention (i.e. the strategy you chose) worked, or didn't work, for you.

The follow-up will consist of a brief chat on Skype (~20min) and a short questionnaire.

### Recruitment

We are recruiting knowledge workers that have flexible working practices. Participants must fulfil the following requirements:

- Are 18 years or older
- Have a full or part time job and have flexible working practices
- Feel they lack control over work-life balance issues and being constantly connected through technology.

Please read the statements below before signing and agreeing to take part in this study.

I understand and agree with the following:

- To take part in this study you must be 18 years old or over.
- If you complete the whole study (take part in workshop and follow-up after 2 weeks), you will receive a £50 Amazon voucher.
- Workshops will be video and audio recorded, and pictures will be taken. This will be done for the purposes of later transcriptions. No pictures or videos will be used beyond the purpose of transcription, unless you give explicit consent (see back of page).
- During the follow-up evaluation, the interview will be audio recorded for later transcription. We may ask you to share pictures or screenshots of things you mention and we consider relevant (e.g. work space, app features, etc.).

*(continues on the back)*

- Information gained during the study will be used for the purpose of academic research and may be presented in an academic publication and/or conferences, workshops and/or teaching material. No pictures or videos will be used beyond the purpose of transcription, unless you give explicit consent (see below).
- Your details will not be used for any purposes other than this study and will be stored in accordance with the Data Protection Act 1998.
- You contact details will be retained for the purposes of future study recruitment.
- Confidentiality and anonymity will be maintained and it will not be possible to identify you from any publication.

It is up to you to decide whether or not to take part. Even after agreeing to take part, you can still withdraw at any time and without giving a reason.

## Participant's Statement

Name (please print): .....

Email address: .....

## Agreement to Terms:

By signing below, you confirm that you have read and agree with all the above statements, and are not subject to any restriction that would prevent you from participating in the study.

Please also check the appropriate box below regarding the use of videos and pictures:

I consent to have pictures or video extracts of me used for the purpose of academic research and may be presented in an academic publication and/or conferences, workshops and/or teaching material, and/or research websites.

I do not consent to have pictures or video extracts of me used for the purpose of academic research and may be presented in an academic publication and/or conferences, workshops and/or teaching material, and/or research websites.

We thank you for your contribution and look forward to your research session.

### Researcher:

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### Participant:

\_\_\_\_\_  
 Sign

\_\_\_\_\_  
 Date

The study has been approved by the UCL Research Committee as Project ID Number:  
*UCLIC/1314/003/MSc Cox/epiphanies.*

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