# 25 employee suggestion box ideas for work

Concrete suggestions and a useful question for every idea.



## Turn an observation into a useful suggestion.

Pick one topic. Ask about the real work. Adapt a suggestion to the situation your team recognises.


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### HOW TO USE THIS GUIDE

1. Ask one question about a recent task or recurring problem.
2. Add the actual work area and context before submitting an idea.
3. Agree who reviews it, the next action and how feedback will return.

Starting points to adapt: pick the ones that match your work and rewrite them in your team's words.

**Read the full guide online**

# Workstations and tools

Adapt the example to your workplace. Use the question to uncover the real problem.

1

## Give shared tools a marked home

I suggest a marked spot on the wall beside our station for the shared torque wrench, so the next person can find it and put it back.

Ask the team: Which item did you have to look for during your last shift?

2

## Add a refill marker to a small-parts bin

I suggest a minimum-level line in the screw bin at Station 4 and one named person who refills it when the line shows.

Ask the team: Which item runs out before anyone notices that stock is low?

3

## Create a return point for empty containers

I suggest a marked return point for empty containers next to the goods-in door, with one team responsible for collecting them.

Ask the team: Where do empty containers pile up during the day?

4

## Replace confusing shelf labels

I suggest replacing the faded labels on our shared shelf with larger ones we can read from the normal working position.

Ask the team: Which label do new colleagues regularly need someone to explain?

5

## Keep the current setup checklist at the station

I suggest one approved setup checklist at the machine, with a named person who swaps out old copies when it changes.

Ask the team: Which setup step is easy to miss, or known by only one colleague?

**More examples and next steps online**

# Quality checks and shift handovers

Adapt the example to your workplace. Use the question to uncover the real problem.

6

## Show a photo of the correct packout

I suggest an approved photo beside the packing instruction that shows where the protective insert goes, because that step is often missed.

Ask the team: Which detail would be easier to explain with one clear picture?

7

## Make open shift issues visible

I suggest a three-line handover note for each open issue: what happened, the current state and the agreed next action.

Ask the team: What did the last shift know that the next shift had to find out again?

8

## Mark the place for items awaiting a check

I suggest a marked, labelled area for parts waiting for a quality check, agreed with Quality and in line with our process.

Ask the team: Where is it unclear to the next person whether an item is cleared or still waiting?

9

## Capture the context of a recurring defect

I suggest taking a photo and noting the job number each time this scratch defect appears, so Quality has enough detail to investigate.

Ask the team: Which repeated issue do we discuss without enough detail to investigate it?

10

## Match the visual check guide to the part

I suggest printing the part number in large type on each visual check guide at the inspection point, so nobody picks up the wrong one.

Ask the team: When might someone pick up the wrong version of a check guide?

**More examples and next steps online**

# Office work and shared information

Adapt the example to your workplace. Use the question to uncover the real problem.

11

## Keep one link to the current customer form

I suggest one link to the current customer form with a named owner, and deleting the old shortcuts in our shared folder.

Ask the team: Which file do people keep asking about: is this the latest version?

12

## Make ownership of shared inbox requests clear

I suggest tagging each shared-inbox request with the name of whoever takes it, so nobody waits or doubles up.

Ask the team: Which requests get checked twice, or wait because everyone thinks someone else has them?

13

## Maintain one supplier contact directory

I suggest one shared supplier contact list with an owner and a 'last checked' date at the top.

Ask the team: Which contact details do colleagues keep asking someone for?

14

## Add a short expense-submission checklist

I suggest a five-point checklist, approved by Finance, of the details and receipts needed before anyone submits an expense claim.

Ask the team: What information does Finance most often have to ask for again?

15

## Answer recurring IT questions in one place

I suggest a one-page guide, checked by IT, for the routine questions we keep asking, plus a contact for anything it does not cover.

Ask the team: Which everyday support question has come up several times this month?

**More examples and next steps online**

# Team coordination and onboarding

Adapt the example to your workplace. Use the question to uncover the real problem.

16

## Show the decision needed on meeting agendas

I suggest that every decision item on our team agenda shows the decision needed and who prepares it.

Ask the team: Which meeting item was hard to prepare for because its purpose was unclear?

17

## Create a first-week buddy checklist

I suggest a one-page checklist for onboarding buddies that covers the questions new colleagues ask in their first week.

Ask the team: What did our newest colleague have to learn by trial and error?

18

## Use a three-line customer-case handover

I suggest three lines on every open customer case we hand over: current status, next action and who is responsible.

Ask the team: What was missing the last time you took over someone else's case?

19

## Clarify shared-resource bookings

I suggest that every booking for the shared van or meeting room shows who booked it, what for and when it is free again.

Ask the team: When did we last discover a booking clash only when we needed the resource?

20

## Keep a short project handover summary

I suggest a one-page summary of key decisions, open actions and contacts whenever a project moves to the next team.

Ask the team: Which decision did a receiving team have to piece together again?

**More examples and next steps online**

# Materials, facilities and working conditions

Adapt the example to your workplace. Use the question to uncover the real problem.

21

## Trial a better-fitting packing option

I suggest that Logistics tests a smaller box for this product that still gives it the protection it needs.

Ask the team: Which shipment seems to use more packaging than the product needs?

22

## Review unnecessary default printouts

I suggest checking which daily printouts the team actually reads, and switching off the rest where the process allows.

Ask the team: Which document gets printed and then left unread?

23

## Make the local recycling point clearer

I suggest clearer labels with pictures at our recycling point, checked against the site's collection rules.

Ask the team: Which items are people unsure how to separate at this location?

24

## Make small maintenance issues easier to report

I suggest a simple way to send the exact location and a photo of small issues, like a dripping tap, straight to the team responsible.

Ask the team: Which minor issue have people noticed but nobody knows where to report?

25

## Agree a useful quiet-work period

I suggest a four-week trial of a quiet hour each morning, with one person covering urgent requests, and then asking the team how it went.

Ask the team: Which recurring interruption makes focused work harder than it needs to be?

**More examples and next steps online**