

A FUTURES BOARD INITIATIVE

Tips for busy pre-event periods



It's okay to say no!
Prioritise event related tasks.



Adopt flexible working in the lead up to a show. **Start early / work late if you are more efficient during these hours.**



Use your time effectively.
If you do not need to be online for a call, **take it outside and go for a walk.**



Be organised. **Pack your bags for the show in advance** so you don't have a mad rush the night before.



Organisation is key! **Create a 3 month calendar with multi department deadlines** in order to minimise delays.



It's ok to finish on time!



Set boundaries - agree a cut off time to reply to emails. **Those working late, delay emails until the following morning** so the team don't feel like they have to action them in their own time.



Define which method of communication you use as a team to avoid missing messages.



Turn off email notifications when not working. Turn off work phone during evenings and weekends.



Have a 'one-team' mentality, meaning **all hands on deck regardless of job role or seniority.**

