



A FUTURES BOARD INITIATIVE

Tips for busy pre-event periods

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



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



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Use your time effectively.

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



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



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



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It's ok to finish on time!



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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.

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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.



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Make it enjoyable! Pick a night everyone stays late and order pizzas and drinks.



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