#WorkHacks
getting the most out of your working day and beyond

your guide

do you have a tip you'd like to share? Just drop the EEG a note
Maritime.Communications@CarnivalUKGroup.com

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Calls and Texts

When? Urgent or time sensitive
How long? Short and sharp - try and keep it to the point and within working hours unless urgent (operational or compliance needs)
Consider this…Is the person in the same time zone or on leave?

Meetings

When? 1:1s, Team or Group Meetings
How long? Schedule in advance.
Consider this…is it easier to pick up the phone? Do all invitees know why they're invited? Make sure there is a purpose and expected outcome in the invite.

Videos Calls

When? For 1:1s, Team or Group Meetings
How long? Short and sharp - try and keep it to the point and within working hours unless urgent (operational or compliance needs)
Consider this…is it easier to pick up the phone? Do you have anything that can distract you or others on the call? If you're having technical issues or unable to go on video let the meeting host know.

Instant Messages

When? For when time sensitive information required, keep in touch with remote colleagues
How long? Keep to working hours unless urgent or operational
Consider this…if you want to ask a colleague a question or need their input, consider messaging sooner rather than later

Emails

When? When you need to follow up a meeting with action points, sharing documents
**How long?** Short and to the point. Clearly outline any expectations, actions and constraint dates
Consider this…people are unlikely to respond within 24 hours. Try to avoid sending emails during the evening and at weekend. Have you thought about the Delayed Delivery function? Are you copying in someone just for the sake of it?

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What makes an **effective meeting?**
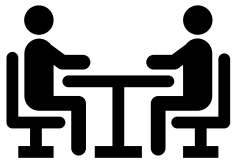
1 Think through the **problem you're trying to solve**

2 Consider a **meeting-free Friday** to give others a chance to catch up on actions from the week

3 Set an **agenda** and share it before the meeting

4 Provide a **video meeting link** and record the meeting (if needed)

5 Designate a **note-taker** and a meeting facilitator

6 Try not to schedule a meeting between **12:00 and 14:00**.

7 Prepare for **follow up questions**

8 Can the topic be discussed at **existing forums?**

9 Actively **include remote attendees**

10 Start and end the meeting **on time**

11 End the meeting with an **action plan**

12 **Follow-up** with documentation, emails, and additional meetings, if needed

Having a hybrid meeting? Read this top tip *The unintended impact of a hybrid meeting can be that remote colleagues are talked over, or forgotten about. To combat this, always think 'remote first'. If you think about your remote colleagues first, you'll be able to make their experience more inclusive and equal.*

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How remote working can work WORK for you
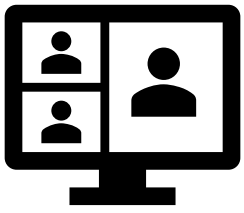
Set and stick to a routine

Follow your normal sleep and work patterns if you can, and stay consistent.

Make a dedicated workspace

Even in a small or shared space, try to designate an area for work.

Give yourself a break

Making time for breaks is important to help manage feelings of stress.

Stay connected

Make time to socialise virtually – schedule in a digital coffee break or Friday online get-together.

Set boundaries

Have a discussion about your needs, especially with family. Remind them that you still have work to do and need quiet time to do it, and share your schedule.

Be kind to yourself

Be realistic about what you can achieve given the circumstances, and relax when your work is done.

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Estimate the time you need to tackle different tasks and set a timer for each of your tasks.

Many people claim to be great multitaskers, but in reality, it's almost always better to work on one thing at a time.

Create a simple, focused plan with clear steps and outcomes helps people stay on task and sets them up for success.

Consider time management strategies, such as: delegate, timeboxing, getting things done method

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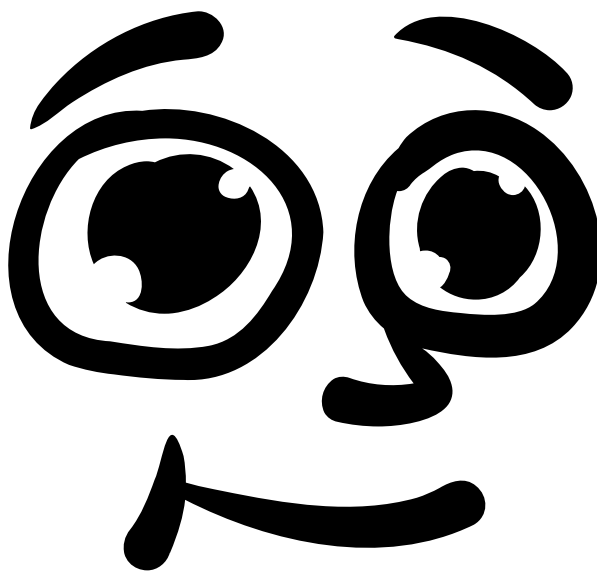
I put my out of office on when I go to lunch.

I set aside a morning a fortnight to dedicate on training and development.

I've joined a business network in Carnival House to broaden my understanding.

Before switching off for the day, I update my to do list for the next day, that way I can relax and not think about work.

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