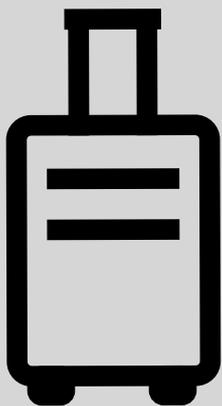




Easy Wins

These small changes can make a big difference to your team's work life balance.

Please note that these easy win suggestions are only a guide. Our industry does not work within the normal confines of working hours. Our shows operate out of hours. Show correspondence and show critical emails should always remain outside the confines of trying to adhere to these work life balance easy wins.



Annual Leave



Encourage your staff to consider and make the best use of their annual leave. Many people leave it to accumulate and have lots of holiday left. Try to create and promote a culture where people are encouraged to use the leave throughout the year and to make the best of it.



Set up an out of office reply to let people know you are on annual leave.



Encourage your staff to not answer emails when on leave. Try to have a united response to this across all staff hierarchy levels. You may wish to keep a check on emails, but try not to respond unless it's urgent.**

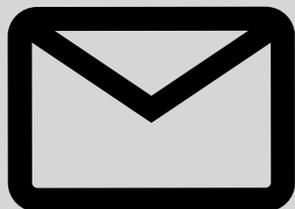


If you're in a leadership role, during periods of Annual Leave ensure you appoint delegates or deputies who can stand in for you to ensure you're not required to answer emails or be contacted. Delegates need not be people who make decisions, or take over your role fully, but will be available to respond to urgent queries, send holding emails, or take notes until you return.



If you know a colleague is on leave use schedule-send or make a note-to-self to send when they're back.

Note: This does not apply to emails sent to groups or multiple recipients as we acknowledge that some group emails will include someone on leave.



Email



Agree a working time for emails to be sent (e.g 9-5pm, 10-6pm Mon-Fri). Encourage staff to adhere to email traffic in these working hours. Staff are free to manage their work and elect to work outside these hours but encouraged to use schedule send to send emails within agreed working hours.*



Do not reply to emails out of hours or at weekends.**



Consider and be considerate of the use of "CC"ing work colleagues into emails. Do they really need another email in their inbox?



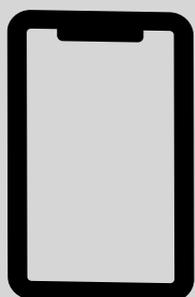
If you can see that someone's out of office or is on annual leave, do not continue to send emails to this person.



Introduce and observe reduced email periods. Consider times these might be appropriate (e.g. Summer Dark periods, bank holidays, Easter, Christmas). Encourage staff to only send essential emails during these reduced email periods.



Introduce "Freer Fridays". Let's not load up peoples inboxes with work on the last day of the week. Does the email really need to be sent? Could it be schedule sent for Monday?*



Phone Communications



Many use group chats to communicate such as WhatsApp. Establish boundaries for use of these in terms of communication (e.g - No out of hours texts). Consider having a separate group chat for personal non work related communication, keeping the boundaries very clear.



Those people that are on annual leave - consider silencing the notifications so you aren't disturbed. If you are on annual leave do not reply to work related messages.



Many of us rely on personal phones to communicate with our work colleagues. Take the time to make clear the boundaries attached to sharing and using this form of communication.* e.g. Phone calls and texts within working hours only, no work-related communication while on annual leave.*

Note: This excludes any text message alert arrangements with colleagues on urgent issues.

Things to consider

1. When trying to introduce these new easy wins to work life balance be mindful that changing habits and behaviours is hard to do. Don't be militant in its implementation. A kind gentle reminder that perhaps someone isn't adhering to them might be all that's needed to remind someone.
2. It is appreciated that some people have their own working methods and hours, some people perhaps work better at evenings and weekends. Your freedom of choice to work when you feel most comfortable is not affected. We just ask that you schedule the timing of your emails. We should always be respectful of people's choice around working patterns.
3. It needs to be noted that we operate shows, techs etc. outside of working hours. Therefore, show related communication, for example show reports, rehearsal notes, urgent show critical correspondence can operate outside of the working hours stated and must remain outside of these guidelines.

*This excludes essential show communication (show reports, show critical emails)

**We suggest setting up a text message alert arrangement with a colleague so you can be confident that you will be notified of urgent issues without having to check all your emails.