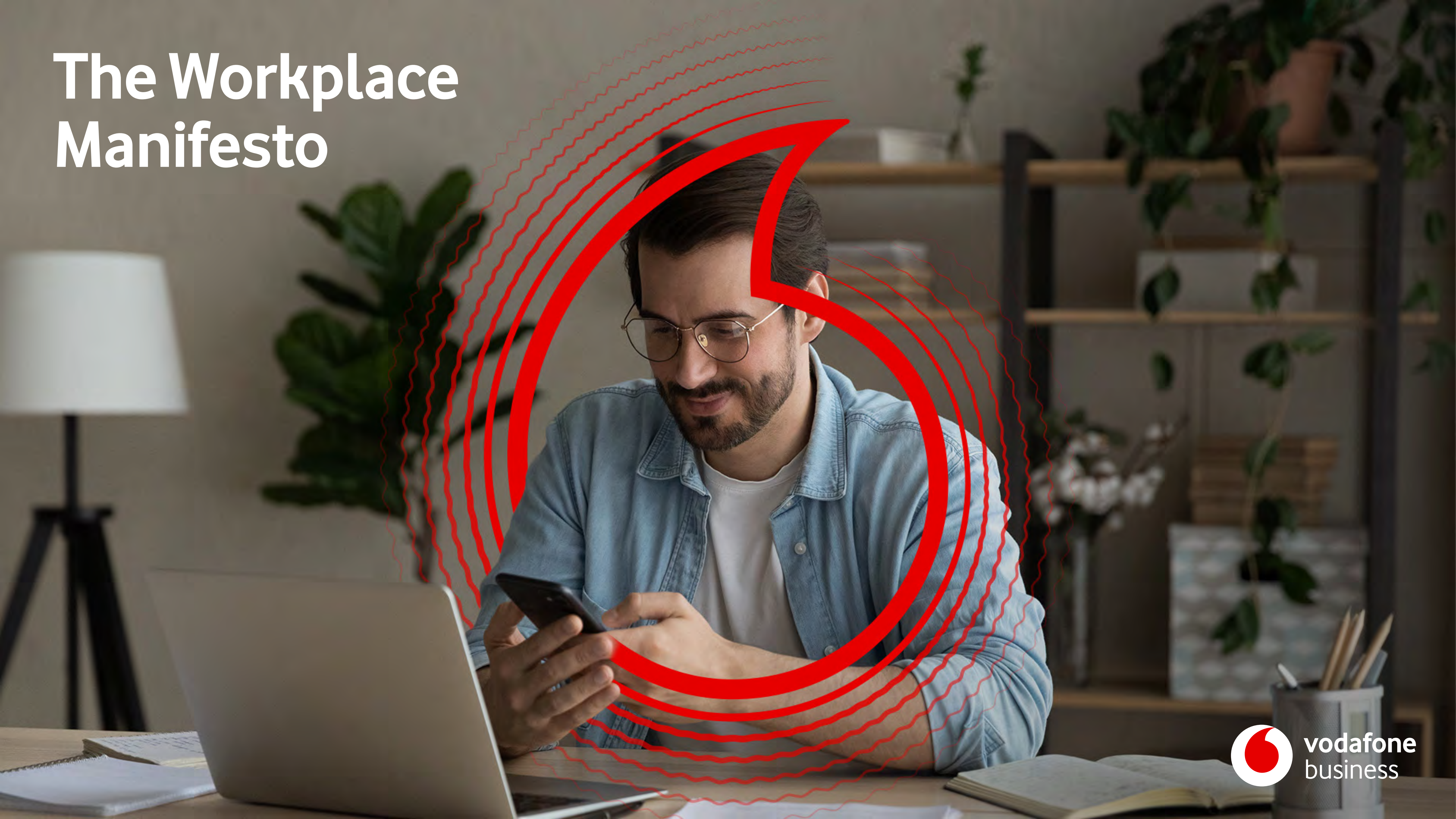


The Workplace Manifesto



Productivity is about finding our flow,
not just going faster.

Meetings should maintain our
momentum, not interrupt it.

Collaboration and connection
should come easily.

Workplace tools should smooth our
way, not get in our way.

**This is our workplace.
Let's make it work.**

**We
believe**

What's not working?

Conventional productivity wisdom has been telling us for years that our teams should be working harder, smarter, faster. Our meetings should be shorter, sharper, even standing up.

It hasn't worked.

Work's not working

We haven't fixed our productivity problems.
We just got used to them.

We got used to meetings that create
confusion instead of consensus.

We got used to 'you're still on mute'.

We got used to endless video calls with
hit and miss connections.

We got used to time lag and talking
over each other.

We got used to the idea that ideas get lost
and decisions get forgotten.

We got used to inboxes full of shared
presentations and action points.

Enough.
None of this is your fault.
But you can fix it.
Read on.



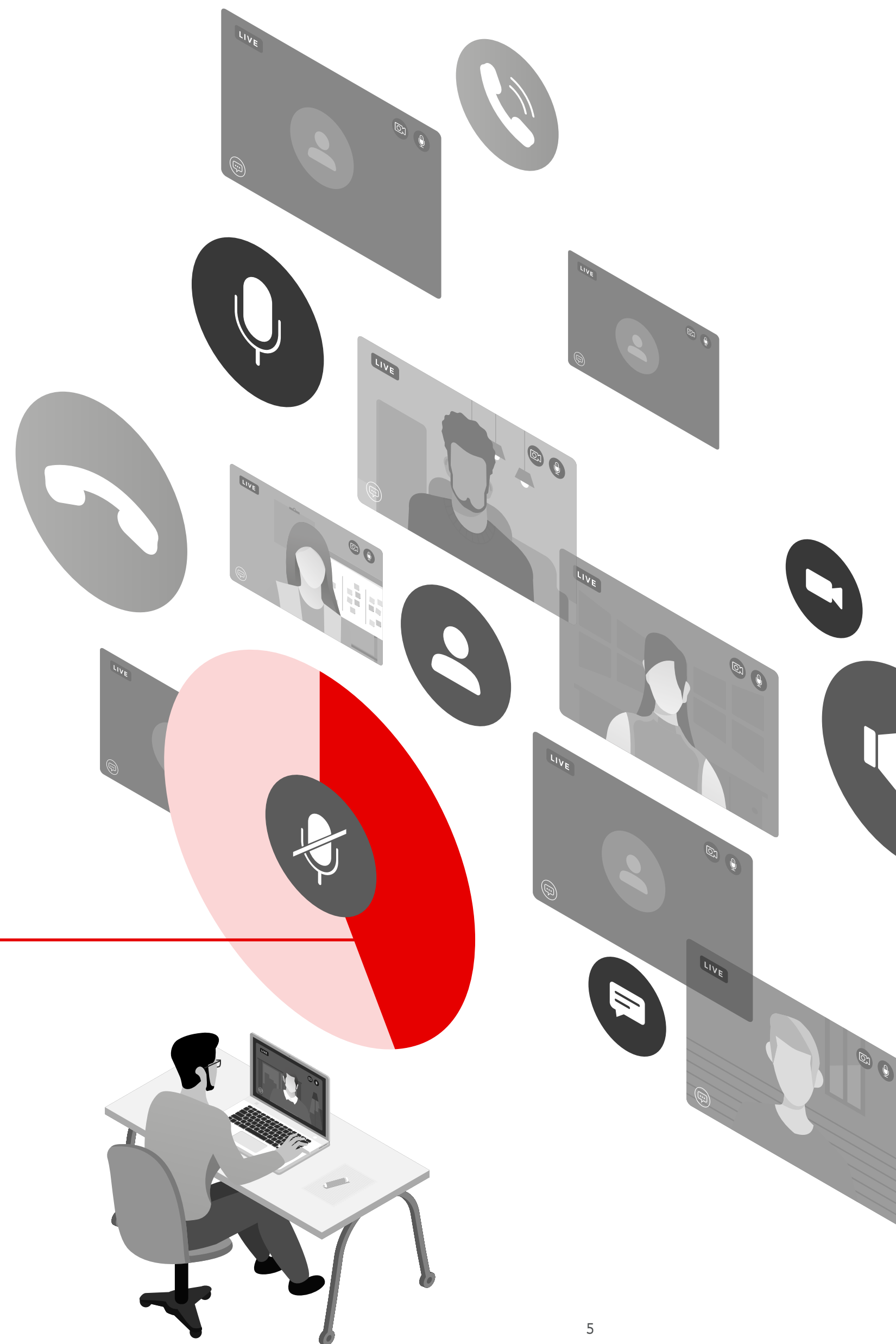
Meetings aren't working

People are having more meetings than ever, yet feel less and less connected to one another. Both rapport and technology feels like it's faltering. It's crucial to rise from this video call fatigue and wake up to new ways of doing things.

42%

of remote workers participating in video calls say they dial in and contribute nothing.

(Wundamail Crisis Report 2020)



Six of the sharpest meeting tips



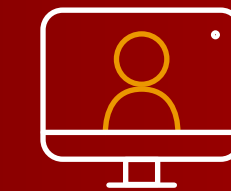
Invite interactivity by posing questions and asking for insights.

(RingCentral)



Keep it short and on track with an agenda and clear objectives.

(RingCentral)



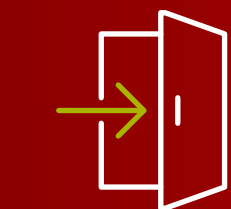
Request video cameras are on so non-verbal cues aren't missed.

(RingCentral)



Use a physical timer to keep your meetings on track and moving along.

(Google Ventures)



Leave meetings as soon as your contribution is over.

(Tesla)

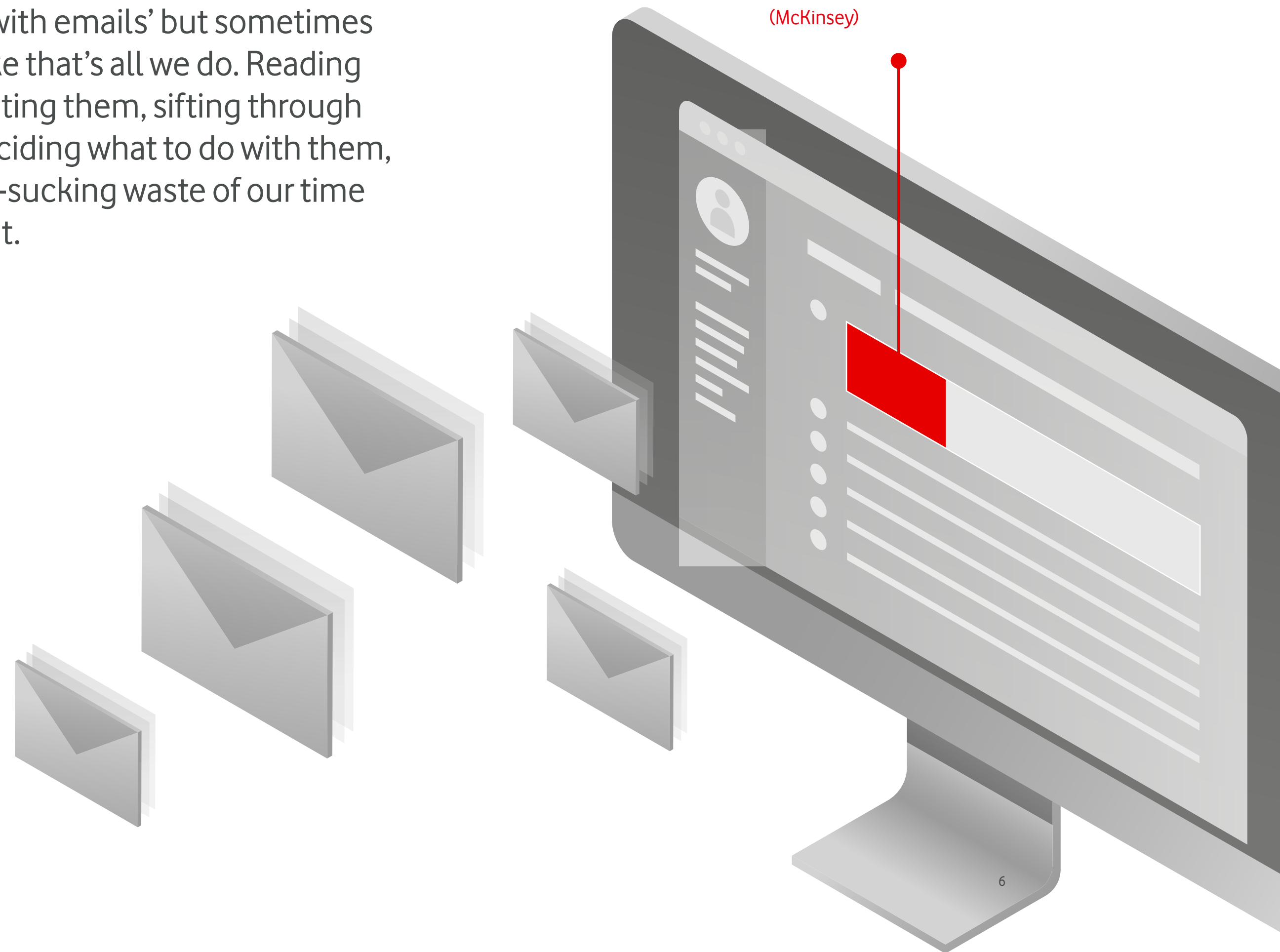


Start meetings at 15 minutes past the hour; people are more likely to be on time.

(Tom LaForce)

Email's not working

Our job descriptions don't include 'dealing with emails' but sometimes it feels like that's all we do. Reading them, writing them, sifting through them, deciding what to do with them, it's a soul-sucking waste of our time and talent.



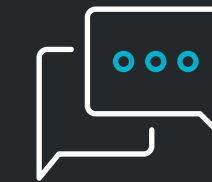
Skilled workers spend

28%

of their time
managing email.

(McKinsey)

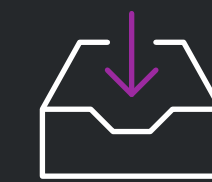
Six email tips you can really use



If you need a fast, brief response, try sending an instant message instead.



If an email will take less than two minutes to deal with, do it now. If not, schedule it for later.
(The 2 Minute rule, David Allen)



Most emails you're cc ed on are FYI not for action. File them to read later. Consider cutting out 'cc' altogether.



Dedicate one hour each day to clearing and cleaning your inbox.
(Inbox Zero)



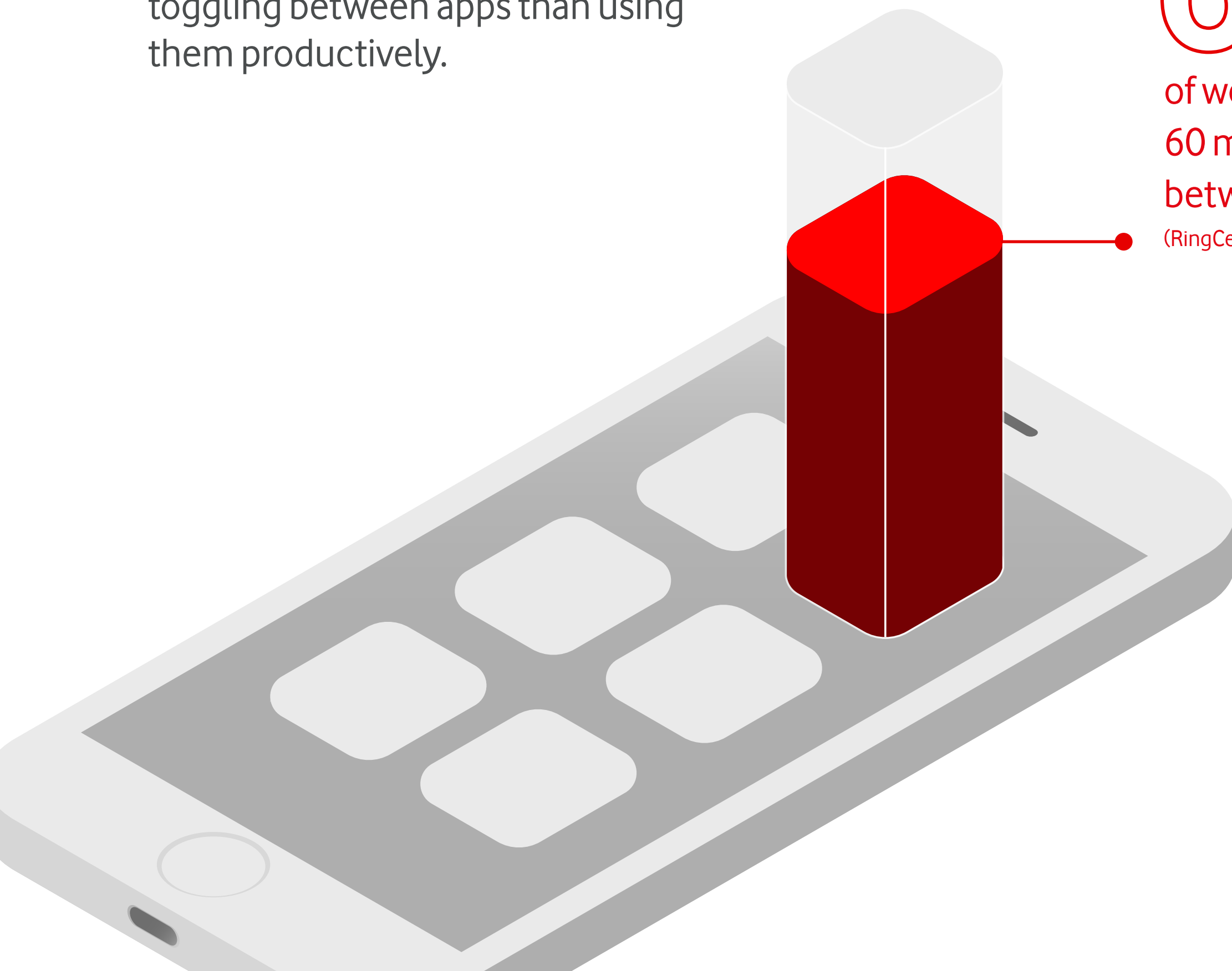
Only check your email at set times of the day e.g. 9am, 12noon, 4pm.



Experiment with collaboration tools, to keep colleagues on the same page.

Productivity's not working

It's not like we're sitting here with our feet up. We're busy. It's just that the sheer number of tools we need to manage means we spend more time toggling between apps than using them productively.

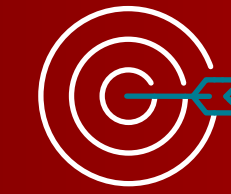


69%

of workers waste up to 60 minutes a day navigating between apps.

(RingCentral)

Six of the smartest productivity tips



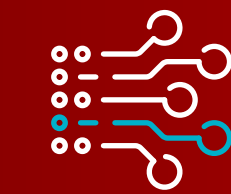
Set clear goals at the beginning of the day or week; have a 10-minute day-planning session with your team.

(Agile)



Assign a guardian to focus on your project team and remove any impediments to progress.

(Scrum)

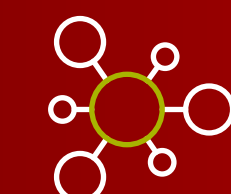


Break complex deliverables down into bite-size chunks to make them feel achievable.

(Agile)

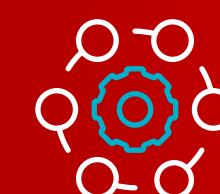


Redefine 'productive' – a meandering idea-generating session can create a huge amount of value in a short space of time.



Upgrade your collaboration tool to one that allows you to do as much as possible in one application.

(Tesla)

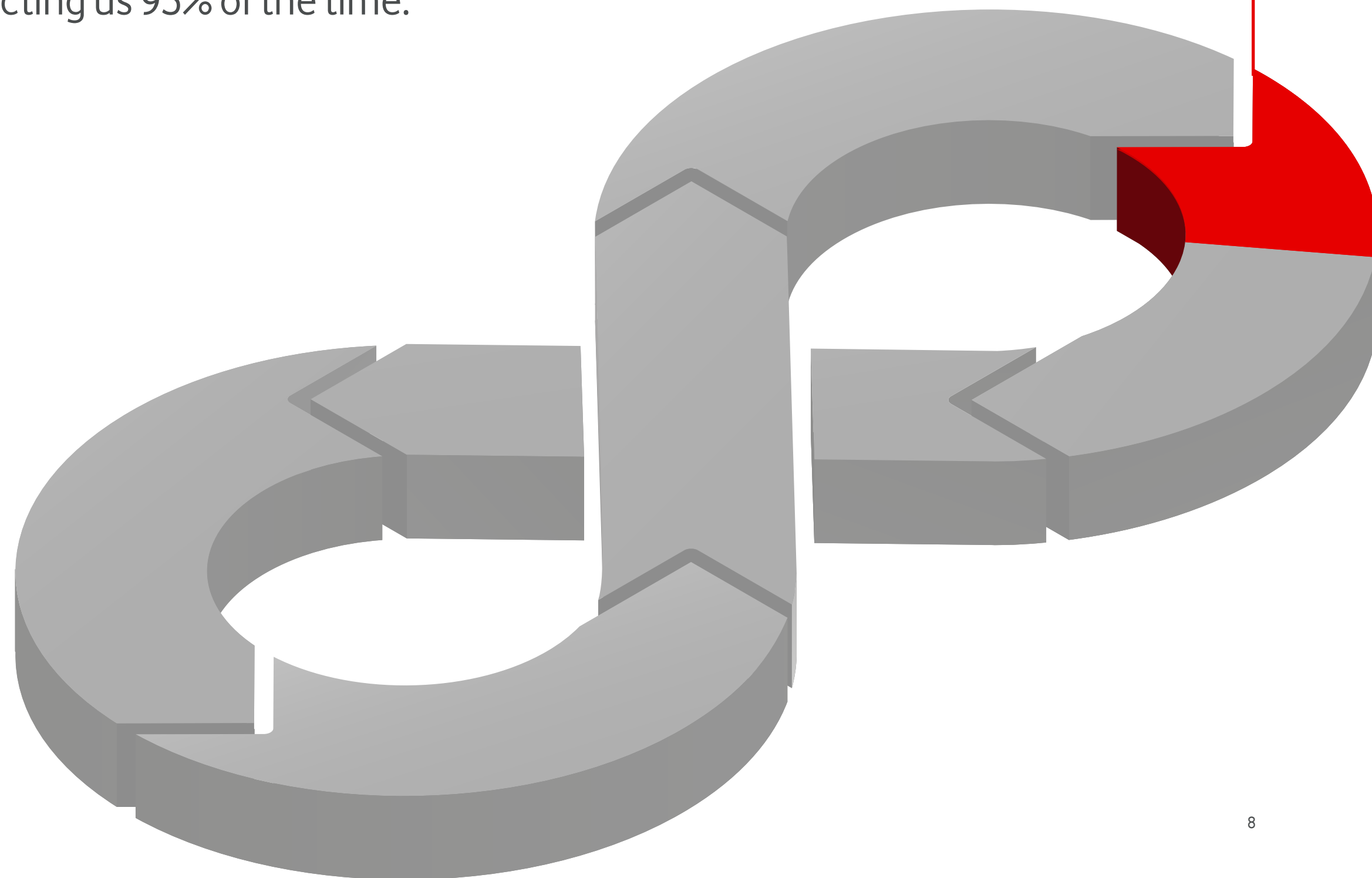


Use a collaboration tool that integrates with your existing business applications to maximise productivity.

Flow's not working

There is no finer feeling than moving through your day in an effortless uninterrupted stream of Generally Being On It. We can't expect a constant state of flow but let's question what's distracting us 95% of the time.

Only
5%
of business people's time
is spent in a state of flow
(FastCompany)



Six practical tips for finding your flow



The best tasks for flow state are challenging but not too hard; choose wisely.
(Zenhabits)



Avoid feeling overwhelmed by assigning tasks and noting what's a priority and what can wait for now.



Clear away distractions by booking yourself a quiet meeting room or work from home.



Put yourself on Do Not Disturb to prevent interruption.



Schedule time for 'flow' tasks; this stops our subconscious reminding us of everything we need to do.
(Psychology Today)



Set a timer for 25 minutes and work on one task. If you're not immersed in it when the timer goes off – move onto another.
(Pomodoro Technique)

What's it costing us?

According to most workplace surveys, people are truly productive for a few hours each day. And we're not talking toilet breaks and social media scrolling. We're 'working'.

What's it costing us as employees?

Here's how our time gets swallowed:



It's pretty soul-destroying, knowing that a chunk of our toil, time and talent is getting us nowhere. **Now's the time to make easy fixes and claw back valuable hours and minutes each day.**

What's it costing us as managers?

Let's say you have a team of 10 people and they're unproductive for 2 hours each day...

20 unproductive team hours a day

100 unproductive team hours a week

4,800 unproductive team hours a year

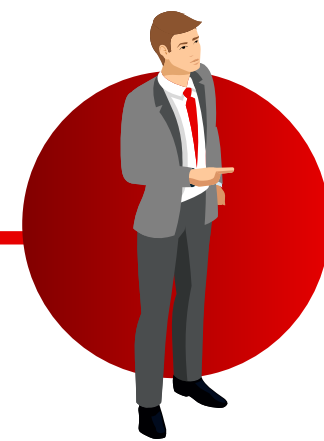
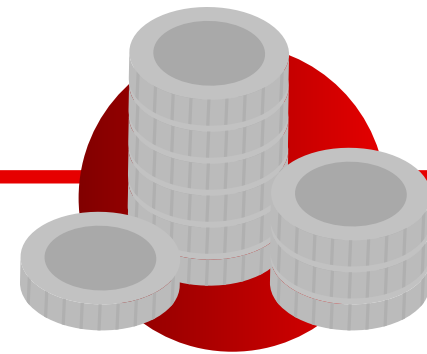


Imagine what we could achieve in two and half years.

What's it costing us as a business?

Let's quantify the bottom-line impact for a company with say, 500 employees, earning the average hourly rate of £15.14.

(Statista UK 2020)



$$2 \times \text{£}15.14 \times 500 = \text{£}3,633,600$$

non-productive hours per day per employee

per hour

employees

per year total cost of unproductive time



So a **5% boost** in productivity might not sound like much, but **multiplied over your workforce, it's an enormous opportunity**; in this case, an opportunity **worth £181,680**. Doesn't it make business sense to fix productivity once and for all?

No more making do.
No more making nice.
It's time for a new workplace manifesto.
And it starts with Vodafone Business UC with RingCentral.

Now's the time

Five things to do this week

1

Send and receive fewer emails with HD video and audio calls or instant messaging.

2

Set aside time for tasks and manage them directly through the Vodafone Business UC interface.

3

Run the perfect meeting: before, during and after.

4

Collaborate better with people to boost productivity.

5

Vodafone Business UC is the market-leading communication and collaboration solution, unifying all your existing tools to streamline work flows and productivity.

**This is our workplace.
Let's make it work.**

Time to upgrade

your meeting, messaging and
collaboration capability?

Give us a call on **08082 967108**
or speak to your **Vodafone Account Manager**,
to find out more about Vodafone Business UC.





RingCentral