

Tips and Tricks for Building Relationships and Thriving in the Workplace

Compiled by ACC Charlotte members

- Get to know your clients and coworkers
- Pick up the phone
- Coordinate days
- Cross-fertilize
- Get trust and understanding through ERGs
- Listen before you talk
- Know your people personally (e.g. 1 on 1's) – state your purpose
- Use company resources (e.g. intranet)
- Turn camera on!
- Get out of your chair
- Humility
- Find your helpers/knowledge-givers
- Show up in-person; if you can't, then set up meetings and turn video on.
- Teambuilding meetings
- Ask others for help building relationships and introductions
- Talk to people
- Video not always necessary
- Get to know people outside work-related meetings (coffee chats)
- Visit your clients
- Handwritten notes
- Use your manager as a resource (key clients, introductions)
- Respect generational differences and different stages of life
- Walking & Talking Meeting
- Meet outside your office
- Get out of your seat to answer questions
- Pick up the phone instead of emails/IMs
- Reach out to outside contacts (ex. Webinar participants)
- Ask people to lunch
- Company resource Groups
- Get to know your coworkers on a personal level
 - Be observant (college flag in office, etc)
 - Remembering Details (birthdays, fun events)
- Be a “connector”
 - Connect employees with each other
- Turn your camera ON and don't use backgrounds
 - Humanizes you
 - Shows vulnerabilities
- For meetings: games (virtual Pictionary) – mind breaks
 - a. Voluntary

b. Teambuilding

- Camera on for calls
- In-person
 - a. Quarterly on-site
 - b. Mandatory in-office days
 - c. Coffee, lunch
- Be intentional with time
- Make time for events (scheduled/volun-told/impromptu)
- Assign mentors
- Eat! Have lunch! Water! Break, Repeat
- EOD To-do list
- BOD To-do list
- Block focus time
- Prioritize – use systems
- Set expectations
- Meet once with right people
- Start meetings on time
- End meetings on time
- NASCAR version
 - a. Make it fun
- End your day (don't bring it home)
- Have an agenda
- Put it into the slam ball (not the meeting)
- Schedule work and breaks (app)
- Focus time
- Schedule focus time
- Shorter, intentional meetings
- Know when to end meeting
- First thing in morning, make a list of critical to-do's
- Take a break/walk to refocus
- Keep a clean inbox
- Delay-send emails; consider timing
- Do I even need to be on this meeting invite?
- Take lunch break
- Take calls while walking
- Block time in morning
- To do list
 - Handwrite
 - Sticky note
 - Electronic
- Set boundaries
- Set internal expectations (NDA turnaround time)

- Exercise in morning
- Leave the office (or at least your desk) for lunch
- Movement (standing desk, stretch breaks, walks)
- To do lists (and checking things off)
 - Caveat: give yourself grace
- Meditate/deep breaths (Headspace app)
- Calendar blocks to work
 - Mark yourself out of office (even before or after the actual days)
- Find the humor
- Block time
- Change Outlook settings to 20 minute blocks
- Email rules to declutter inbox
- Templates for email responses to let employees know you have received the request
- Ask for deadlines to help plan your time
- Take mental breaks
- End of day – set priorities for next day
 - Sunday planning can help organize the week
- Use OneNote as a to do list that will show up on multiple devices
- Use task list
 - Microsoft
 - Note pads
 - Sticky notes
 - Take photos as reminders while traveling
- Schedule emails for delayed delivery
- Ask boss to help prioritize work
- Use AI for a head start
- Be a tech-guru (lean in and use!)
- Workout in the morning
- Take breaks throughout workday (vitamin D break)
- Standing desk
- “No” is a full sentence
- Find your work pattern (setting aside time for focus periods)
- Does your Inbox spark joy? (Marie Kondo it!)