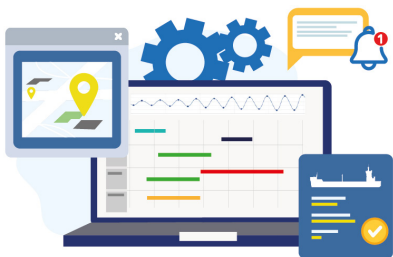


How Can I Reduce My Time on the Phone and in My Inbox So I Can Focus on Optimising My Terminal?

Managing terminal operations can be demanding, and constant phone calls and emails often take up valuable time that could be better spent on optimising efficiency. The key to streamlining communication and freeing up your time lies in adopting collaborative tools and systems that automate processes, reduce manual efforts, and provide real-time updates.



This guide explores the 7 key strategies to help you reduce time spent on phone calls and emails, enabling you to focus more on optimising your terminal and improving overall operational efficiency.



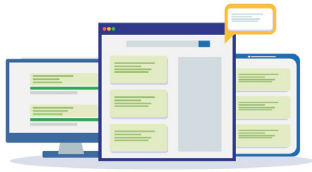
1. Implement Collaborative Systems

Use collaborative systems for scheduling, reporting, and notifications. This reduces the need for manual communication and ensures everyone can access the information without constant follow-ups.



2. Utilise the Latest Data and Schedules

Implement up-to-date data monitoring and schedules that provide instant updates on terminal operations. This lets you quickly access the necessary information without making phone calls or sending emails.



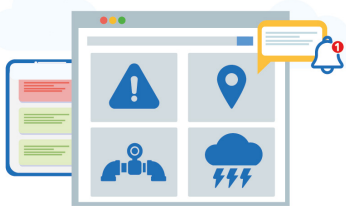
3. Enhance Communication Tools

Use collaborative tools that all stakeholders can easily adopt and access. These platforms allow quick, organised communication and easy access to shared information.



4. Set Clear Communication Protocols

Establish clear protocols for when and how to communicate. For example, make it easy for stakeholders to collaborate with you directly in the tool used for terminal scheduling and operations.



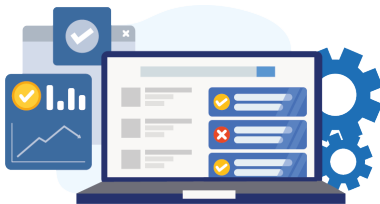
5. Leverage Data Integration

Focus on integrating data from the source into your terminal scheduling tool. This reduces the need to gather information from multiple places and minimises the time spent on phone calls and emails.



6. Use Templates and Auto Distribution

Create templates for standard communications, such as pre-arrival questionnaires, letters of protest, and schedule updates, and set up automated distribution. This ensures that information is consistently shared and collected without manual effort.



7. Delegate and Empower Your Team

Delegate tasks and empower your team to make decisions. This reduces the need for constant oversight and allows you to focus on higher-level optimisation tasks.

Streamline Communication and Maximise Efficiency For Maximum Effect

One platform to share status and updates, reducing calls and emails - Mainstay MTO delivers the latest insight and automation for faster decisions and smoother operations.

To see how we can help with your terminal challenges, visit:



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