



ENJOY YOUR LEAVE - WORK SMART PRIOR TO YOUR ABSENCE

***Create space in your life for the event**

Ensure you leave space for the 'unexpected', before, during and after the event:

- prioritise the essential tasks
- simplify your life by cutting out or delegating ALL non-essential tasks, for example voluntary activities.

*** Exercise extreme self-care daily**

Self care is an essential activity and it MUST be scheduled. With a good sense of well being you will have more clarity and work more efficiently.

*** Focus on helping others to succeed**

Before, during and after the event. Create win-win solutions with your clients/customers/ family/employees. Communicate clearly and ensure that they know what they need to know during your absence. Remember to tell them:

- the duration and timing of your absence from the workplace
- how to contact you in case of emergencies
- who is taking over your responsibilities whilst you are away.

*** Use your support system**

Ask for support from your colleagues and friends. Be specific when asking for support and notice how willing they are to give it.

*** Upgrade your systems**

Ensure that they are running smoothly and someone else is familiar with their workings.

*** Plan for your return**

Know how you are going to attract business on your return, create a strategy. Ensure that you have a back up strategy in case something prevents you from returning at the appointed time.

*** Make sure the event adds value, either directly or indirectly, to your business**

Benefits are likely to be both short and long term. With your clients/customers/family/ employees identify how they will benefit. They may even become more resourceful due to your absence.

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