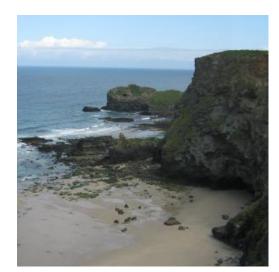## Leaving Your Business For A Stress Free Holiday

Getting ready for a stress free holiday

It is that time of the year and people are heading off on their holiday. Do you try to cram everything in before you go away?

Do you run round like a headless chicken, sorting out your diary, phonecalls, invoicing, making sure that everything is done or covered up to the last minute?

What can you do to avoid the run up to your summer holiday turning into a time of stress filled chaos, long hours and mad activity

Plan ahead – what needs to be done over the next few weeks and when you're doing to do it. You know when your holiday is coming up, so don't leave everything to the last minute. Start planning a minimum of two to three weeks before you go, so you have to time to get things organised.

Keep the last week before your holiday as free as possible. don't book up too many appointments in this week as you may not have time for all the follow-ups and actions before you leave.

Prioritise – make sure you select the 'most important' things you need to be working on before you leave. What's the minimum you need to do to keep things moving? You'd be surprised at the results you can get when you focus on the right things.

Set time limits on tasks, so you'll get things done quicker and are less distracted if you only have a limited amount of time available.

Autoresponder. Remember set up a message on your emails to automatically respond to let them know that you are away and when you will be back at work. Also set a voice message on your mobile, so they do not feel like they are being ignored and people are more likely to leave a message if they actually hear your voice first!

Handover. While you might feel that only you can run your business – that's not the best strategy. Make sure you have systems and processes in place that enable the work to keep ticking over in your absence.

Communicate – let your clients know you're going to be away, when and for how long. Give them time if you need something from them before you go. With children around over the school holidays, if you need time to work on your business, share childcare with friends and family. If you work from home, a few focused hours is a far more effective use of your time than a whole day being distracted or trying to juggle work around family commitments and ending up feeling guilty and overwhelmed.

DON'T work while you're on holiday! You need a break and that's what you're holiday is for. While a cursory check of emails may be needed or you might be contacted in an emergency – focus on your family and friends first. (I am very guilty of working while on holiday but sometimes I find that is the best place to have ideas and I always take photos and videos to use in future posts, and look at what other businesses in the industry are doing, such as their brochures, their clinic frontage, the branding and name! but thats just me!)

On your return:

- Don't overload your first day back at work. Give yourself time to get back up to speed.
- Avoid booking meetings on your first day so you have clear time for planning and catch-up.

Don't forget that if you want any help with organising your business and setting up systems give me a call 😃