



Corsini's Point of the Week™

JUNE 21, 2010

Vacation Do's and Don'ts

Summer is officially here (yes, today!), and that means it's time for my annual **"Vacation Do's and Don'ts"** Point of the Week. I know many of you are heading on vacation now or will be quite soon. The important Point I want to share today is this: **Make your vacation count! Taking time for yourself—and your family—is one of the key ways you can Do What You Do Better.**

In this crazy, wacky economy, we all need a break now and then from the stress, the worry and the up-and-down news overload we encounter each and every day.

So here we go.

I've noticed that many executives, professionals and salespeople don't really go on vacation. Instead, they just relocate their offices to their vacation destinations—it's easy to do with laptops, smart phones, email and the Internet. But this office-away-from-the-office takes precious time away from their families; each time they "check in with the office" they check out of their vacation.

I strongly encourage you not to do this.

Time off from work, and time spent enjoying yourself and your loved ones, isn't a luxury; it's a necessity if you want true balance in life.

To help you get the most out of your next vacation, I offer these cautionary **Don'ts** followed by some worthwhile **Do's**.

Seven Vacation Don'ts

- **Don't check voice mail or email** while you're away. Let people know you will be gone and therefore unavailable.
- **Don't "check in" with the office** to see how things are going. I guarantee you'll be pulled into something. If they need you badly enough—they will find you.
- **Don't take client or prospect files with you** on vacation. Leave it all behind.
- **Don't take your work laptop with client or employee information on it.** (I take an old laptop that only has Word for my journaling and games for our children.)
- **Don't encourage clients to call you** if they have a problem while you're on vacation. This is a good opportunity to let the client know that the organization is bigger than just you and that you do have value-add other than yourself.
- **Don't become the project manager,** if there is a problem that requires your input. Understand the problem, give instructions and ask for a status report to be left on your smart phone's voice mail later. If a problem was big enough to bubble up to you, unfortunately, you probably will need to stay on it. But you don't have to do the work.

Quote of the Week

"A good vacation is over when you begin to yearn for your work."
— Morris Fishbein

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- **Don't mentally move the office to your vacation destination.** Doing so will cause internal anxiety for you and external stresses amongst those on vacation with you.

Seven Vacation Do's

- **Do contact your "core" clients and valued relationships** the week before leaving for vacation to let them know you will be out of the office. Make sure they have an alternate contact if they need help, and see if there is anything you can do for them *before* you go out of town.
- **Do activate your "Out of the Office" email message.** Offer alternative contacts, if appropriate, and include the dates you will be out of the office and when you will be returning to work.
- **Do update your voice mail message,** and include the same information that you gave on your "Out of the Office" email message.
- **Do give instructions to your backup, administrative person or "temp"** on how to handle your calls. Show them any and all electronic and printed files they might need. Make sure they know to call you *only* on critical issues and opportunities. (This should be a very short list.)
- **Do take a notepad or journal** with you on vacation. Write down the ideas, dreams and solutions that will allow you to reach your goals—long-term and short-term. Be creative. For many people, this is the one time of the year when their head is clear of the minutiae of work. If you don't write down good ideas when they occur to you, you just might lose them. (I like to keep a journal while on vacation. This way I can really consider and appreciate the time I'm spending with my family.)
- **Do reflect on where you stand with Family and the other 7 F's of True Success we talk about: Fundamentals** (of work), **Finances, Faith, Fitness, Fun** and **Fusion** (the balance of all this).
- **And finally, do relax and have fun** with family and friends. This is *your* downtime; you've earned it! Making the most of it is an important way to be authentic (and kind) to yourself.

CORSINI'S POINT

A joyful, peaceful, fun and memorable vacation requires a plan. Like anything worthwhile in life, it calls for laying a foundation for success. As you plan and prepare for your trip, be sure to create boundaries back at the office so you can have a relaxed time away. Don't do a lot of the things you have trained yourself to do during the other 50 weeks of the year. Distance yourself from work *before* you even leave town. I know you can do it because you *want* to do what you do better. Besides, your family is counting on you. **Go have fun!**



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FUNDAMENTALS



FINANCES



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FAITH



FITNESS



FUN



FUTURE