

Escape for a Workaholic

Have you ever caught yourself saying, “I need a vacation but it’s the busy season...we just got a new contract...there are too many project’s going on....I can’t take time off now!” Often times, managers, supervisors and administrative personnel find it hard to take personal time, not to mention time for a vacation. In preparation for time off, you will work through breaks, lunch and work overtime to get ahead. The madness does not stop there. While at home or on your days off, you will take your laptop, beeper and cell phone. You may even call into the office two or three times a day. Have you forgotten that the whole concept of a day off or vacation is to get away and escape the office stress and to enjoy the companionship of your family and friends?

If you recognize yourself behaving this way, you may be a workaholic. Here are a few tips:

I. Create balance in your life. Learn to separate work and family time.

- ❖ Complete your work on the job. Don’t bring your work home.
- ❖ Recreation night should be fun and relaxing. Assign one weeknight to play a game, go to the movies or ride a bike. Your options are endless.
- ❖ Take your days off. Your weekend is yours. This does not include running by the office.

II. Set aside 30 minutes everyday for your relaxation time.

- ❖ Exercise (walking is a good start.)
- ❖ Read something inspirational.
- ❖ Listen to uplifting music.
- ❖ Try a hobby.

III. Utilize your lunch hour and breaks.

- ❖ Reflect and breathe.
- ❖ Walk around and stretch.
- ❖ Eat nutritious food. Keep your mind and body rejuvenated.

IV. Take a real vacation.

- ❖ Delegate one or more people to fill in while you are away and empower them with enough authority to fulfill the required duties. (Let other staff members know you will be away and who will be acting on your behalf.)
- ❖ Make a list of all projects, their status and deadlines.
- ❖ Leave a number where you can be reached, but only if a true emergency arises. Then let go and don’t call work; they will call you if they need you.
- ❖ Inform your assistant when you will be back and when you will be returning calls (allow yourself enough time to regroup.) Remember that first day back may be a little hectic and you will need time to review what transpired in your absence. If possible, don’t schedule appointments right away.
- ❖ Remember that you are creating memories with your family or significant other. You can’t do that if your mind is at work. Your loved ones need more than a walking shell. They need your mind, body and spirit to create special moments.
- ❖ The point of the vacation is to relax and have a little adventure so that you can return energized and ready to tackle those everyday tasks with zest and creativity.