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KCS Kacik Consulting Services, LLC

Productivity Doesn't Need to Go on Vacation – Just You and Your Colleagues



By the time summer rolls around, there's a natural desire to shift our focus a little.

From being at work - to enjoying the smells, sounds and experiences of summer - the outdoors, the beach, the garden, the sports – all of it. **We want some time with our families to enjoy it together.**



Often times, what we experience in trying to enjoy that, results in interrupted flow at work, frustration at the lack of productivity, not being able to connect with colleagues when we need to because they have time off, etc. etc. When we're trying to enjoy some



and

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Vacations are as necessary and beneficial to the organization as to the individual. Everyone needs time to recharge their batteries and take a step back.

We're all more productive, more energized and more creative when we're at our best and to be at our best, we need time away, time to relax and time to recharge.

relaxing vacation time of our own, the emails and phone calls keep coming and our minds get no real break from work. We miss out on the excitement, enjoyment, pleasure and relaxation that being fully present in our outside endeavors brings. That can breed more frustration and even resentment.

So here are some tips for maintaining productivity at work AND being able to get the most out of our lives apart from work. Next month I'll share tips for enjoying relaxing, uninterrupted vacations.



Tips for Work Productivity:

It's May. Before the height of summer vacation season arrives, sit down with your team or colleagues and do some planning that will help all of you.

1. Revisit your goals for the year or the quarter and see where you are and make plans for what needs to happen, by when and by whom.
2. To the extent that you can plan vacation times ahead, do that and share your schedules with one another.
3. Identify who will need what from whom and when. Then each of you can put those ticklers on your calendar. You and your colleagues will have from each other what you need before anyone leaves for their vacation. That helps to create uninterrupted work flow.
4. Consider agreeing to be or assigning back-ups for each other so someone is identified to cover for you while you're on vacation. If you do that for each other, you can all have more peaceful vacations.
5. Before you leave for vacation, schedule a day to organize your desk and your projects. Give colleagues anything they will need to cover for you while you're gone.
6. In addition, figure out what you will need to start on when you get back and pull those documents, materials, etc. together and get them ready so you can jump right in when



One of the best pieces of time management advice is to do the most important thing first.

The little things have a way of taking care of themselves. When we procrastinate on the big important priorities, that's when we end up staring deadlines in the face.

Boost your productivity by tackling the high priorities first.



Keeping our focus during the lazy days of summer requires deliberate focus and planning. Take time to plan – it makes all the difference.

It's easy to become complacent when our minds want to be sitting on the green grass enjoying the sun not sitting at a desk.

you get back. Sometimes the hardest part of any job is getting started, so you'll have a running start when you get back.

7. Create your to-do list for your first day back so while you're on vacation, you're not thinking about what you have to do upon your return to work. It's already organized for you. You won't have to remember where you left off.
8. If it's possible, plan your first day back without meetings so you can catch up on email and get back up to speed. To do that, block it off now on your calendar. Otherwise, it's easy to be swept away and overwhelmed that first day back with everything coming at you. Once that happens, it can take a while to get your feet back under you, so having a day to reorganize can make a world of difference.

Get a plan together and work as a team so you're all productive when you're at work, the work flows even when someone is on vacation and you can cover for one another during vacation times. Everybody wins!

Enjoy the sunshine,



Need helping creating a system to prepare for vacations? Contact me!



Make the time at work count more so you CAN take time off. Invest in some planning time to reorganize, refocus and up your productivity.



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