



December 2017

THE BUSINESS NEWSLETTER FROM AUSWILD & CO
PO Box 527 Kogarah NSW 1485
Chartered Accountants and Business Consultants

Website: www.auswild.com.au
Telephone: (02) 9588 0100
Facsimile: (02) 9588 7865

8 “TO DO’S” BEFORE TAKING A HOLIDAY

As the end of the year approaches, it’s tempting to pack up and disappear for a week or two over the festive season. But take care – you may be setting yourself up for unnecessary trouble in the new year. Here are some tips for a smooth transition into your holiday season.

Let others know

You know that you’re going, but does your team, or your customers/clients? Make sure all your regular contacts know your holiday schedule ahead of time. This will let them plan projects accordingly.

Contact high priority clients or customers a week or two before you leave. Let them know you’ll be out, and ask if there’s anything they need before you leave. It’s a great excuse to reach out to them; it demonstrates that you’re thinking of them; it gives them enough warning so that you can help them with any issues well before you leave; and it will give you peace of mind.

Let your team and colleagues know well in advance of your holiday plans. Send a reminder note a week out to give them plenty of advanced warning. That way if they need anything from you, it’s on them to get in touch before you leave.

Create an automated email response for your email that includes the dates you will be away and lets others know if you’ll be online and checking your email. Your automated email response should have the contact details of your stand-in for anyone who needs immediate assistance. Update your voicemail with the same details.

Identify a holiday stand-in

Work out which colleague can cover for you while you are away. Make sure they know they’ll be covering for you and are comfortable with the various situations they may have to deal with. Before you go, arrange a handover meeting with your colleague that covers the status of important projects, upcoming work, and possible crises/problems that you usually deal with. Use the meeting as an opportunity to thank them in advance for being your stand-in.

Communicate your “rules of engagement”

Decide upon and communicate your “rules of engagement” while you’re away. Ask yourself the following questions before you leave — and let your team and colleagues know the situation: Will I be reachable by email? Will I be checking voice mail messages? Is my spouse/travel companion on board with me checking into the office every three days? What is ok for my team to handle on their own, and what do I want to be informed about?

With technology these days, all rules are off as to how you separate work and time-off. Think about what works best for you. Do you want to be completely unreachable or would you feel better if you’re able to do 30 minutes of work every day or every couple of days during your time-off? These are the questions you need to answer before you leave.

Be strategic with your schedule

Many people complain about the stress of getting all their work done before they leave for their holiday, and then the stress of catching up and being overwhelmed when they return. Consider leaving a day later than planned (or announced), and arriving back at work a day earlier than scheduled. This will give you a free day essentially on either end of your leave.

If you can't do this, then at least plan your schedule carefully. Don't book anything important the day before your leave or the first day back. And plan effectively so you can leave work a few hours early the day before, rather than doing what many people do and leave late, adding substantially to their stress level.

Start prioritising your workload early, recognising you'll never get everything done. Set clear goals for what you want to finish before you leave, and what's ok to resume after you return.

Back up your data

Make sure that all of your files, including accounting, client files, creative briefs and emails are backed up and secure. You also want to do the same for your team. There's nothing worse than finding a crucial piece of information is missing when a key team member is unreachable. Make sure your colleagues have a way to access these backups, too.

Leave a list of important passwords

Depending on your work set up, your colleagues may need access to your computer. If so, make sure they have the passwords to do so. Often, information is hidden within long email conversations and, while it may be intuitive to you, they might need to see the context of the conversations. If your team can't access a crucial file, it could become an issue for your clients and company.

Clean before you go

Don't come back to something unpleasant in your drawers. Check your desk and cabinets for perishable foods and toss your leftovers from the office fridge. Not only will your colleagues thank you, you'll also be returning to a more pleasant work space. Clear off the top of your desk and discard clutter – the cleaners will appreciate your efforts.

Unplug and switch off

Remember to turn everything off, or better yet, unplug them, to conserve energy and money.

Smooth sailing

Follow these tips and your holiday is less likely to be interrupted while you're away and things will be smoother when you get back.

ausNEWS! ausNEWS! ausNEWS!

*Our **Condolences** to **Denelle Adams** and family on the recent passing of Denelle's mother.....Our office will be closed from 12 noon on Friday 22 December until Tuesday 2 January 2018. We take this opportunity to thank you all for your support during the year and to wish you a "Merry Christmas & a Happy New Year!"*