

WELLNESS CONNECTION

LIVE WELL. WORK WELL.

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GOOD DECISIONS - The Power of Time Off



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Vacation time is a benefit that has become a requirement for many people when accepting a role within an organization. Though many choose to accumulate their time off for a future lengthy vacation or an emergency, it is important for your well-being to make the most of your time off whenever you choose to use it. All too often, we find ourselves checking in or working for a few minutes here or there during our scheduled time away from the office.

Here are some tips to create better work-life balance:

PTO = Prepare The Others • As soon as you make the decision to take time off from work, begin making a plan. This will help you to prepare your colleagues for your time away. It also will help you complete tasks prior to your temporary departure and outline items that need to be delegated to direct reports or other colleagues. Be sure to turn on automatic replies for your work email to let other know you are out of office. This sets the expectation that you may not be able to respond right away or at all depending on the circumstance.

Unplug to your fullest • Technology makes it so simple for us to be connected 24/7. Checking work email after hours has almost become a standard in today's professional climate, which is why setting expectations during your time away from work is critical. Each person's "fullest"

capacity will vary. Some individuals will be able to remain disconnected during their time off, while others may have agreed in advance to check email or take a conference call. However, actions of managers and leadership are observed by employees and are often mimicked. If you are in one of these roles, be conscious of how it could affect your employees' choices for work-life balance.

Reap the benefits of work-life balance • Employees who take advantage of their paid leave are happier employees! Workplace studies have shown that employees who pursue more balanced time between work and leisure show an increase in productivity, improved motivation, and a decrease in absenteeism and stress. Organizations that encourage use of paid leave see the residual benefits of a decrease in employee burnout.

If you are able to, take some time away from your work. While work is a large part of our lives, it is not the full picture of your entire life. Visit that place you have always wanted to go. Embark on that adventure you have always dreamed of. Stay home and complete that project you have been putting off or simply relax! There is nothing better than recapping great experiences when your colleagues ask how your time off was!

