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TRAVELHOST


spotlight 

Stress-Free Travel

As a commercial pilot & frequent business traveler, I'm on the go a lot. When I take a well-earned vacation, like you, the last thing I want to stress about is the work piling up back home. That's why I'm sharing with you my 3-fold solution!

1) *Prepare in Advance:* Use your e-mail forwarding or "out of the office auto-reply feature, pay bills ahead of time, inform your family, friends, co-workers, creditors and cell phone company of your impending absence. Depart knowing your desk is clean & you've got a stand-in designated for unforeseen problems.

2) *Sacrifice 1 Hour each vacation day to clearing your conscience (and your electronic inbox). Delete your inbox of needless emails, answering what you can & sending yourself a reminder for the rest when you return. (View www.jott.com for easy voice mail to email message-taking.)*

3) *Organize your re-entry into manageable work chunks. First, unpack. Set aside a half hour to tackle the mail. Sort it over the recycle bin, leaving three action piles: bills to pay, correspondence to answer & papers to file. Use another half hour to return phone calls. Finally, relax & enjoy those vacation memories. *



Captain Karen Kahn is an author, speaker and travel expert. She welcomes your comments at www.captainkarenkahn.com.

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