

## ACTION PLAN

SOMETHING YOU CAN DO RIGHT NOW TO  
BE MORE EFFECTIVE AT WORK.

### Avoid the Postvacation Slam

For seven days it was all blue sky and clear blue sea. But what happens the first day back at work? You have a stack of phone messages on your desk. Your mail is nine inches high. There are memos, reports and messages all over your desk.

The benefits of your vacation are all but negated. You've been slammed. You experience extreme pressure to catch up. The whole world falls in on you.

But you *can* take steps to avoid this kind of pressure:

1▲ Before you go, instruct others to filter, reroute or handle as many phone calls as possible. And, if possible, ask them to organize your mail and memos into urgent versus merely interesting. Also, organize things so that you return to a clean office, clean desk, clean home and clean car.

2▲ Try to allocate only a modest amount of work to do on the day before leaving. That will help you avoid prevacation anxiety.

3▲ Plan your vacation so that you return one day before you told everybody you would. Include a decompression phase in your plans; your trip is not complete until you comfortably reintegrate yourself into your home and office.

4▲ Avoid returning to the office on a Monday; Mondays are already high-pressured.

5▲ Take time after you return to acknowledge to yourself that you had an enjoyable trip. Allow yourself to review the memorable moments and put some closure on the trip before getting bogged down with back-to-work anxieties. Acknowledging completions is the surest way to feel in control or keep yourself from feeling beaten down by life's demands.

Advice from Jeff Davidson, *At Your Best* advisor and author of *Breathing Space*.

## At Your BEST

on and off the job

Chris Hill, Executive Editor  
Jeanne Stock, Art Director  
Felicia D. Kner, Copy Editor  
Michele Toth, Readers' Service  
Catherine Dardock,  
Marketing Manager  
Cindy Dries, Fulfillment Manager  
Sandy Beidon, Publisher  
Robert Teufel, President  
Ardath Hodale, Chairman

#### Contributing Advisors

**TIME MANAGEMENT** Jeff Davidson, speaker, writer, certified management consultant and author of *Breathing Space: Living and Working at a Comfortable Pace in a Speed-Up Society* and 17 other books.

**SELF-ESTEEM** Drs. Ron and Mary Hulnick, Ph.D., President and Academic Vice-President, University of Santa Monica, and psychologists on the Advisory Board of the National Council for Self-Esteem.

**STRESS** Dr. Paul Rasch, M.D., President of the American Institute of Stress.

**FAMILY LIFE** Dr. Brenda Wade, Ph.D., clinical psychologist and expert in family stress and communications

**Contributors** Sharon Stocker, Marian Wolbers, Janet Bregman-Taney

**PURPOSE:** To provide authoritative, useful, easy-to-understand information that will help our readers reduce stress, be more energetic and balance the demands of home and work. *At Your Best* (ISSN 1065-5190) is published monthly by Rodale Press, Inc. Copyright 1993 by Rodale Press, Inc. All rights reserved. GST # R122988611. Individual subscriptions \$19.95/year (\$28.50 in Canada). For information on bulk rate discounts, contact Cindy Dries, Rodale Press, 33 E. Minor St., Emmaus, PA 18098 (215-967-8440). *At Your Best* may not be reproduced in any form without the written permission of the publisher.

## Thoughts for Living

"Success is never final,  
failure is never fatal; it is  
courage that counts."

—WINSTON CHURCHILL

"That's it baby! When you  
got it, flaunt it! Flaunt it!"

—ACTOR ZERO MOSTEL in "THE

PRODUCERS," *"MIL BROOKS"*  
HISTORICAL MOVIE ABOUT BROADWAY