

HOW TO TAKE A BREAK

If you are running your own SME, taking a holiday may seem like a pipedream. How can it possibly run without you?

You are not the only one who thinks like this. A study by Ondeck Capital found that only 57% of SME owners intended taking a holiday. Those that do will invariably take a phone, tablet and/or laptop with them to check on the business. Not much of a holiday, is it?

If you want to get the most out of a break, you need to do what is needed for any task to be successful - good preparation.

- Make sure you give clients plenty of notice that you will be unobtainable for a period.
- Be smart about telling people which dates you will be unavailable – add a day or two at either end to avoid any last minute panics and to give yourself breathing space when you return to work.
- Don't schedule any major projects, such as a new website or an extensive mailshot, to take place immediately before you go or while you are away. You can guarantee something will go wrong.
- If you have employees that will be running the business while you are away, make sure they have full details of your itinerary and ready access to all client information they may need.
- Also ensure they know who to contact if there are problems with the internet, website or general maintenance.
- Take paper copies of any important contact details just in case the worst happens and your phone, tablet or laptop breaks down or is stolen.

By all means agree to have regular contact with an employee just to give you and them peace of mind. An early morning or late afternoon call can suffice. Most important of all - **do try and relax!**