Are you working too hard to have a good time? Ideally, a vacation should be a balance of new experiences and familiar things that will make you feel refreshed, relaxed, and renewed. Read the following tips to help you take the stress out of travel.

- First, secure coverage for your active client files so you can feel confident that matters will be handled responsibly in your absence. If you are a sole practitioner, team up with a “buddy lawyer” to cover each other’s cases and encourage each other to take vacations. (See “Plan Now for Your Summer Vacation or Sabbatical,” In Brief, May 2004, at www.osbplf.org.)

- Ask family members what they liked best and least about previous years’ vacations and how they want this year’s to be different.

- Consider whether a trip to see out-of-town family would be a welcome respite or whether it might actually increase your stress level.

- Talk about what it will really be like to wait in long lines, sit in a crowded plane for hours, or drive 500 miles with the kids and the dog in the backseat.

- Consider a “staycation” instead of traveling. Enjoy the fun and interesting places and activities in your own city or state that you’ve never seen or done.

- Address how you will handle your availability while on vacation. Are you actually getting away from the office, or are you on a technological tether to your firm or your clients?

- If taking a week or two of vacation time all at once isn’t feasible, extend long weekends into mini-vacations by taking time off the day before and after a holiday weekend.

- Plan some downtime when you will have nothing scheduled.

- Do as much research and planning as you can to eliminate surprises. Hold hotel reservations in advance with a credit card so you won’t be caught without accommodations.

- Plan for a transition day on your return to ease back into your normal routine.

Adapted and reprinted with permission from Hope Health Letter, vol. 29, no. 5, May 2009, © 2009 Hope Heart Institute, Seattle, WA.