



IN SIGHT

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HOW TO TAKE A VACATION

- Identify the kind of vacation that is needed or desired. The kind of vacation should be determined by the need that the lawyer is trying to address: personal time for reflection, quality time with the family, intellectual stimulation, or just rest and relaxation.
- Schedule the time as if it were a trial. Vacations cannot wait for an ease in work pressures. *That time will never come.* A vacation must be scheduled just as a trial date would be set. It should be scheduled far enough in advance to assure that client needs can be met well in advance and that unexpected demands are unlikely to derail the vacation plans.
- Budget before you go. Solos and small firms should expect that cash flow will be affected during the vacation period – no billable hours, no cash. Proper budgeting in the month(s) before the vacation will give the office a cash reserve.
- Anticipate the needs of current clients by careful review of their files and by personal contact several weeks before the vacation. Determine which tasks can be reasonably accomplished before the vacation and which should be scheduled for post-vacation. Little benefit is gained when the first few days of a vacation are devoted to regaining physical or mental health. Effectively the vacation period will be reduced by that number of days, and the lawyer risks an illness that could jeopardize the entire vacation.
- Avoid overload immediately after the vacation. Restrain the temptation to “catch up” with all postponed matters during the first week back to the office. Schedule as few appointments as possible during that return week – in fact, underschedule actual appointments to allow time to work on required tasks and handle unanticipated issues. Delegate tasks to others in the office whenever possible.

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