



Self Improvement Tips: Days off

We all need time and days off. How we spend that time is up to us. To get the most out of vacation and personal days follow these simple and informative tips. More articles like this can be found on www.hound.com.

1. Plan ahead and choose wisely. Plan ahead of time for special things you wish to do or take care of during your vacation time. This will maximize your days and hours off and will lead to more enjoyable periods of time off. Choose days you want off wisely and this will give you a better idea of the time you have to work with. I find it's better to take a day off here and a day of there. I find you can often get more done with sporadic days off.

2. Use it or lose it. There are workplaces in which you may lose sick time and days off if you do not use the allocated time in a reasonable amount of time. Check with your boss or Human Resource Director to find out how much time you have available and how much you have used already. They will be able to give you a print out of days used or you may be able to access the information through online work time tracking software like Peoplesoft.

3. Flex time. Many **jobs offer** flex time and this can be valuable for those who wish to work non traditional hours, have special needs, or kids. Companies sometimes offer the option of working early in the morning and leaving early in the day as long as employees get in eight hours of work time.

4. Working part time. Most of the time individuals that work part time are not given official time off (like sick days and holidays). If you work part time then you probably have more than enough time off to fit in everything you have to do.

5. Invest in a desk diary or planner. I simply cannot live without my calendar. Plan your time off and write down important things you need to remember to take care of on those days. The best desk diaries can be found on sites such as www.barnesandnoble.com, www.amazon.com, and www.etsy.com.

Having off periods can be wonderful if you know how to use your time wisely and accurately. Balancing work, family, and free time can be difficult, but it does not have to be. Use time correctly and you will be surprised at how much you can get done! To read more articles like this one and for the best career advice on the web go to www.hound.com.