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Business Travel Tips



The Business Traveller's Well-Being

When travelling for business, it is critical that we take care of ourselves. This means our bodies, our minds, our spirits and our business.

Taking Care of Yourself

- Schedule daily time alone. Relax by spending time reading a book, sinking in a warm tub, taking a walk, meditating, exploring your surroundings or listening to music.
- Wake up early and exercise, meditate or just spend some quiet time over coffee.
- Stop, sit down and take a deep breath. Take two.
- Treat yourself to small luxuries. Enjoy a massage, a facial or a pedicure.
- Learn to say 'no' to overbooking your schedule.
- Keep your focus. Set daily goals and when they are met, focus on the next day.
- Even though you are travelling, by maintaining your normal dietary, exercise and relaxation programs, you will feel more at home. Being at home is a state of mind.
- Learn to breathe and focus yourself in the 'now'. Taking deep, cleansing breaths and bringing yourself into this moment causes you to be more efficient and relaxed. This develops a relaxed alertness.
- Make your personal life as important as your business life.
- Presentation is a very big part of the business world. Make it a point to look your best and present yourself well.
- Take care of business, then take care of yourself. With the right balance, you can enjoy the business trip and the time away.
- Let time in transit be your time. Read a novel rather than a report and listen to your favourite CDs.
- Travel with a stationery kit filled with special occasion cards and paper, pens, stickers and stamps. You can catch up on all your personal correspondence and make sure you remember your loved ones' special occasions. In this way, you can fill a lonely hotel room with friends and family.

Attitude

- Try to view business travel as an opportunity, not as a chore.
- The key factor of successful business travel is to approach every trip with a sense of curiosity and willingness to be 'delighted' by new locations.
- Be flexible and allow margin for error when scheduling appointments. That way you won't be stressed out if flights are delayed.
- Savvy business travellers know that flexibility, coupled with a genuine smile will soften even the harshest encounters.
- Here is a recipe for sane travel: courtesy, sense of humour, blended with patience and a dash of assertiveness. Sprinkle with empathy.
- Laugh often. Even if business is overwhelming, remember the importance of a sense of humour.
- View each destination as a chance to learn. Talk to some locals, eat local cuisine and see the community. Life is a social experience - enjoy the trip.
- Enjoy the outdoors. Even if you are pressed for a time, a moment outside can soothe you and keep everything in perspective.
- Play tourist. Enjoy the location you are visiting. Find a local coffee shop and relax with a cappuccino and a paper. This small part of your day will be a huge stress buster.
- Maintain or develop your sense of humour. A smile and a light hearted attitude can make the entire trip easier to swallow.
- Enjoy yourself. Get rid of the guilt and worry! Even though you are away from your friends and family, make each trip an adventure.
- Leave work at work and home at home.
- Know your limitations. If you need help while you're away, just ask.
- Stay calm. Do not get uptight about your schedule. Plan your time well and everything will fall into place.
- Pack these essentials: Extra patience. Courage for barging to the head of the line when necessary. A pair of 'perspective' glasses for looking at things from someone else's viewpoint. A spare attitude for when yours is destroyed by delays, late wake up calls and grease stains. Faith that the systems works (in the long run). Finally, your sense of humour...it's the best companion ever.