

How to take a vacation

A Quick Guide



by Jo VanEvery

Welcome

Hi, I'm **Jo VanEvery** and I've been guiding academics through various aspects of their careers since 2005.

I also run **The Academic Writing Studio**, a community hub of co-working, workshops and resources.



By the end of the academic year, you may be more exhausted than usual, even if you do really well at self care. You may not be sleeping well. You may be experiencing other effects of stress. You want to have as full a battery as possible when the academic year starts again. Work is not your life. You are human and you need rest. Your work is intense. The conditions of work in higher education in the 21st century are not good and getting worse.

While there are multiple strategies to ensure that you get the rest you need. One of the most important is **taking a proper vacation**: a longer block of annual leave (aka PTO). I recommend taking a block of at least 2 weeks, though you may need to work up to that.

This workbook will help you **identify your needs, constraints, and some options for meeting those needs**. Even if it doesn't work out as you hope, you will learn something that will help you move closer to what you want next time. Start where you are right now. Do what you can, even if it doesn't look anything like your ideal. Then when you plan your next vacation, you can look at the notes and try something that might work better, while keeping the stuff that went well.

I always encourage you to ask yourself,

- **What is the minimum?**
- **How can I make it easier?**

You can fill in this workbook digitally, print it out and write answers on paper, or use it for journaling prompts you respond to in another medium of your choice.

Take your time. Making things even 5-10% better is worthwhile.

Your dream vacation

What do you want or need from this vacation?

Circle values that resonate with you, or add your own...

Type your text

- Rest
- Fun
- Connection
- Solitude
- Peace
- Stimulation
- Adventure
- Novelty
- Beauty

Culture:

- Art
- Music
- Theatre
- Food
- Other...

Activity:

- Hiking
- Skiing
- Swimming
- Other...

Climate:

- Warmth
- Snow
- Other...

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Reality bites

What are your constraints?

Budget:

Values:

External circumstances:

Personal circumstances:

Getting from here to there

How will you transition into & out of your vacation?

How much time?

What will you do?

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What could you do?

Brainstorm possibilities

What will you try?

what's next?

This workbook is also part of the **Planning Classes** for academics that I run every quarter in the **Academic Writing Studio**.

The main focus of the Planning Classes is finding and protecting time for writing in your plans. However, you can't do any of your work effectively if you don't get enough rest. Fatigue affects your cognitive function, your ability to focus, and emotional regulation.

We know that taking a long vacation conflicts directly with wanting to use periods with no scheduled teaching to focus intensely on your writing. The **Planning Classes** help you manage this conflict so you can do both.

We meet before each quarter starts and plan for the transitions, crunch points and expected rhythms. Each session includes coaching to help attendees with their specific struggles. *Hope to see you at the next one!*

The Academic Writing Studio is a community hub of co-working, workshops and resources. The goal of the Studio is to help you do meaningful work without burning out.

To learn more about everything we offer, and join us, go to

AcademicWritingStudio.co.uk



Enjoy your vacation!

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