




Achieving The Work-Life Balance



For Business Travelers

Insert Company Name/Logo


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Common Concerns

- Maintaining personal relationships
 - Spouse or significant other
 - Children and family issues
 - Friendships and dating for single travelers
- Maintaining your health
- Managing travel frustrations
- Staying connected to the workplace


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Business Travel Today

- 42.9 million business travelers at present
- Hyatt study finds 75% of business travelers enjoy being on the road
- Major corporations such as Amoco, Dupont, and Ernest & Young are increasing support to traveling employees

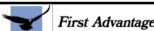
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Understanding The Extent Of The Problem

- Effect of business travel on general health:
 - Men who travel file 80% more overall health claims than men who do not travel
 - Women who travel file 18% more claims than women who do not travel. (Overall women have more claims, regardless of travel.)


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Types of Problems In The World Bank Study

<ul style="list-style-type: none"> ▪ Medical <ul style="list-style-type: none"> • Gastrointestinal problems from parasites & change of diet • Back pain or vascular problems from lack of activity • Respiratory infections from recirculated air in planes 	<ul style="list-style-type: none"> ▪ Psychological <ul style="list-style-type: none"> • Insomnia • Depression • Coping issues • Situational anxiety
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Other Risks Noted In The Study

- Physical injury was correlated to the amount of travel
 - "The rate of claims for injuries - specifically fractures, sprains and muscle strain peaked for men who traveled on two or more missions, as compared to those who didn't travel or went once."

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Travel Survival Tips: First Advantage®

Communication

- Leave a copy of travel itinerary with office assistant and with family
- Call home daily (schedule, if possible)
- E-mail children
- Send and receive faxes
- Read daily newspaper

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Travel Survival Tips: First Advantage®

Pack Well

- Pack “wellness” kit
- Duplicate pre-packed suitcase
- Slippers, family picture, favorite book/magazine
- Snack
- Mini-detergent, dry clean wipes
- Business card inside suitcase

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Travel Survival Tips: First Advantage®

Focus on Logistics

- Know the amount of time between flights
- Get boarding passes & preferred seating in advance
- Get directions/maps at auto rental counters
- Write down color and make of rental car
- Place keys/cards & glasses in some basic location in all hotel rooms
- Plan next day’s itinerary at least 2 hour before bedtime

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Travel Survival Tips: First Advantage®

Self Care

- Bring emergency snack food
- Have travel agent pre-arrange special meals
- Have agent pre-enter frequent flyer miles
- Keep all incentive cards in one container
- Buy juices/bottled water for refreshments
- Avoid caffeine after 4:00pm
- Limit alcohol
- Plan time zone adjustment

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Travel Survival Tips: First Advantage®

Balance on the Road

- Separate work & relaxation zones in room
- Suites are best for longer stays
- For stays of 3 nights or more, fully unpack suitcase
- Store luggage out of sight
- Store valuables in room safe or safe-deposit box
- For Saturday night stay, plan an excursion

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Medical Issues & Basic Interventions First Advantage®

Economy Class Syndrome

- Air quality is better in “First Class”
 - Or, ask Attendant to turn up the fresh air in “coach”
- Drink fluids to prevent dehydration
 - Avoid alcohol
- Remember to eat a healthy diet

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Economy Class Syndrome


- Get plenty of exercise
 - *Stretch while seated*
- Stop smoking
- Pace travel schedule to insure you get proper rest

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- World Bank researchers were surprised that the adjustment to “coming home” was the most stressful aspect for business travelers:
 - *Catching up, both at the office & at home, is a 2-day process*
 - *Strained family relationships due to resentment & added burden on stay-at-home spouse*
 - *Perpetuating a “vicious cycle” each time you leave*
 - *“Guilt Trips” for not being available for children*

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Catching up at the Office

- Delegate tasks before you depart
- Time management techniques (prioritize)
- Utilize a lap-top computer 
- Have a pre-return phone conference with key internal contacts to get caught up on “hot items” and organize your re-entry

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Catching up at Home

- Keys to a successful return home
 - *Preparation*
 - *Communication*
- Varies with Marital Status

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Catching up at Home

- Married travelers
 - *Fair and equitable sharing of responsibility*
 - *Maintaining “connectedness”*
- Divorced Travelers
 - *Communication/visitation with children*
 - *Personal household maintenance*
- Single Travelers
 - *Personal household maintenance*
 - *connection with support system*

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Strained Family Relationships

- Due to resentment and/or added burden on stay-at-home spouse
- Decide what is fair and equitable = Compromise
- Do not assume that your spouse wants to give up a particular role when you return

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Strained Family Relationships

- Avoid thwarting your spouse's independence or household "authority" when you return
- Both Partners need to provide support, listen and empathize
- Be aware of the emotions related to the return home

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Perpetuating a "Vicious Cycle"

- Identify the vicious cycle in which you and your partner are engaged
- It only takes one person to stop the cycle
- Avoid "Attack-Defend" Conversations
- "You" statements should be replaced with "I" statements to defuse or disarm the cycle

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"Guilt Trips"

- For being unavailable to children
- Prepare the children: timing may help
- Get important events on video/audio tape
- Stay in touch via e-mail, cards, pictures, telephone
- Bring home trip tokens, not gifts intended to make up for time away
- Have the children help you pack
- Develop a return home ritual (i.e. special bedtime story)

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- First recognized as a "real" problem for soldiers returning home from Desert Storm
- Techniques have been adopted by disaster workers of FEMA (Federal Emergency Management Agency)
- Talking, pacing yourself, and "normalizing" the difficulties are the intervention themes

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- Acknowledge that both you and your family are affected by your return
- Get caught up on rest, negotiate respective needs of self and family carefully
- Pace yourself, you may need to gear down to a "normal pace"- be tolerant of those moving "slower"

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- Be aware
 - You may alternate between wanting to talk about your trip, and not wanting to talk. Your loved ones may not be "in sync" with you
 - Of surprising emotions and unrealistic reunion fantasies with family (i.e. you want a home cooked meal, and your spouse/friend may want to go to a restaurant)
- If your trip has been difficult, be aware that problems at home may only seem "trivial" to you

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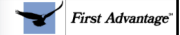
Returning Home



- Children need special attention, your absence can leave them feeling vulnerable and unsafe (take special steps to re-assure them)
- Encourage kids to tell you about what happened during your absence (your interest will reassure them)
- Personal- intimate relationships require a balance of Four Styles of Relating. Evaluate your relationship with your partner for balance.

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Four Styles of Relating



- Friendship
 - *When missing, we feel lonely*
- Partnership
 - *When tasks are not shared we feel angry & resentful (each couple uniquely decides what is fair and equitable)*
- Sweethearts
 - *When affection that does not lead to the bedroom is missing, we feel taken for granted & angry*
- Lovers
 - *When missing, we are frustrated*

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Internet Resources



- www.usatoday.com/life/travel/business
- www.landseer.com
- www.bizwomen.com
- www.travelassist.com/mag
- www.flyana.com/book.html
- www.air-travel-card.com/bus/links.html

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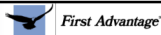
Help Is Available



- Signs of stress and anxiety include:
 - *Different sleep patterns*
 - *Appetite changes*
 - *Physical complaints (including headaches and stomach aches)*
 - *Social withdrawal*
- Help is available through your EAP (Employee Assistance Program) or your physician

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EAP Services



- Confidential
- No cost to employees
- Professional

Available 24-hours a day,
7 days a week
* * *
Call First Advantage
800.935.9551

