

SLA  
She.Leads.Africa

*wants you to*



*take time out*

SheLeadsAfrica.org



**When it's crunch time, often, many entrepreneurs will burn the midnight oil, sacrificing their sleep in order to meet deadlines and complete tasks. The business being their baby, they drown in its affairs making sure everything is spot on.**

**When you indulge your passion, you tend not to notice when you over work yourself. It's true, you never anticipate a burnout and when it actually does come it will suck up every bit of energy in you.**



# Spotting a burnout

Ok , so before we talk about taking time off you might be wondering at what stage do I plan on taking time off work, yea?? Right!

Here are some things to look out for.

- ★ Insomnia
- ★ Work-life imbalance
- ★ You start to procrastinate
- ★ Become a cynical or critical boss
- ★ Lack energy to be consistently productive
- ★ Little or no control over everything

# Refueling your engine

Busy schedules have an interesting way of making you forget the things that you once found relaxing.

At the end of this guide, you'll find one sheet for you to use. Fill it up with all the things you used to do to relax your mind and body or things you have always wanted to do.

Right now, we will briefly share what we think are good ways to spend your time out.

- ★ Basic maintenance
- ★ Relax your mind
- ★ Relax your body
- ★ Be Social

# Basic maintenance



First of all get yourself to bed. Turn off that alarm and sleep in. Just relax. Eat. Help yourself to your favourite food. Grab a bowl of ice cream, get a custard slice or maybe a milk tart with a dusting of cinnamon. Mmm....

With time off work, you can get any check ups done just to make sure you are all good health wise. By the way, honey, some of those items in your wardrobe need to go. How they long to be worn. Be productive as you rest and clear up.

# Relaxing the mind

- Take slow, deep breaths. If that doesn't work, try other breathing exercises for relaxation.
- Soak in a warm bath while listening to soothing music.
- Practice mindful meditation. The goal is to focus your attention on things that are happening right now in the present moment. Listen to your body. Is your breathing fast, slow, deep, or shallow? Do you hear noises, such as traffic, or there is silence?
- Write. Some people feel more relaxed after they write about their feelings. One way is to keep a journal.
- Use guided imagery. With guided imagery, you imagine yourself in a certain setting that helps you feel calm and relaxed. You can use audiotapes, scripts, or a teacher to guide you through the process.



## Relaxing the body

- Do yoga. You can get books and videos to do at home or take a yoga class.
- Try progressive muscle relaxation. This process involves tensing and relaxing each muscle group.



- Visit a health spa with a steam room. Get a massage or have someone give you a back rub.
- Have a warm drink that doesn't have alcohol or caffeine in it, such as herbal tea or warm milk.

## Be social

- Do what you can. In as much as we would love to do it all, we can only do so much.

Learn to say NO. You are probably a high achiever who can't turn someone down and you want everything to be perfect. Truth is, you have to know your schedule and capabilities. If there is so much on your plate already don't hesitate to say NO.

Have a weekend away with your family or meet up for coffee with your favourite Aunt. You could also use a visit to reconnect with the important people in your life.

Go to the cinemas for a Girlfriends Getaway and join your Bestie when she goes to the nail spa. You can also go shopping or play beach volleyball. A picnic in the park will be pretty cool for all the girl talk!



# TAKE ME AWAY!

Break Period .....

To: .....



People to visit:

---

Things to do:

---

Places to eat:

---

Places to see:

---

# So from here....



Make sure you are not over working yourself and always watchout for burnouts even on your employees.



Take some breaks and keep that work-life balance. Make time for friends and don't hesitate to say No.



Honey, you have to maintain yourself! Be in control of your mind and body. Have a massage, do your hair , eat healthy and SLAY all day, everyday!

Visit [SheLeadsAfrica.org](http://SheLeadsAfrica.org) for more free guides to help you reach your professional goals.

