

Vacation Obligation: Americans Not Using - and Losing - Allotted Vacation Days

2007-09-18

Research Shows Americans Forfeit More Vacation Days

It's no surprise that most Americans are so wrapped up in their work lives they don't take all of the vacation time they are entitled. According to surveys conducted by CareerBuilder.com and Hudson, U.S. employees are taking less time off than ever: not only is the average number of annual vacation days granted to them a mere 12 days a year, but more than a third of Americans do not even use all of their granted time off.

To help Americans use those vacation days, Hyatt Resorts has teamed up with Julie Morgenstern, organization and time management expert and New York Times best-selling author. Morgenstern has developed tips, provided below, for organizing and balancing time in the workplace in order to take all vacation days allotted - as well as maximizing time off.

'Overwhelming workloads and increased job competition lead many to believe sacrificing time off is the key to job survival. The opposite is true: peak performers take regular and well-planned breaks to make sure they recharge and renew. This fuels them to keep producing at work,' said Julie Morgenstern. 'Hyatt Resorts definitely understands the importance of taking vacation days before they run out. I'm pleased to share tips on how to be more organized about your time off in order take those days that would otherwise go to waste.'

Morgenstern's key tips include:

1. Create an 'exit plan.' Minimize the stress that tends to arise during your last days in the office by creating a to-do list the week before you depart for your vacation. Include things like status of current projects and reminders to colleagues that you will be out of the office.
2. Multi-taskers beware. Scattering your efforts slows you down and makes you less effective. Tackle your to-dos sequentially to get more done in less time.
3. Master delegation. Share your workload with others to free your time and allow others to make a contribution. Before you depart for vacation, make sure you meet with your colleagues to discuss to-dos as well as share your (only-in-dire-emergency) contact information. A solid team also helps you feel 'covered' while you are away, so you can really be away.
4. Vacation in short bites. Schedule 4 to 5 long weekends, 4 days each throughout the year instead of 1 to 2 solid weeks off. Give yourself these quarterly treats to refresh your spirit without breaking your momentum or fueling your guilt.
5. Dig up a deal. A good excuse to book a vacation is when there is a deal available. When you have the time to book your vacation, look for a deal that will allow you to easily extend your stay.

This article comes from Hotel News Resource

<http://www.hotelnewsresource.com>

The URL for this story is:

<http://www.hotelnewsresource.com/article29276.html>

© 1998 - 2007 Nevistas and the author.

Brought to you by Hotel News Resource

Distribute your news on our Network

See what all the buzz is about at:

http://www.hotelnewsresource.com/Info-news_account_info.html