



Breathe! It's Summer

If you're like me, just the thought of summer provokes me to exhale. (*There, you just did it too!*)

Summer...

- Longer days and warmer temperatures
- Escape from layers of clothing
- Wonderful fruit, veggies, and flowers
- Relaxed schedules

All of these bring about a smile, and they cause breathing that's just a little deeper than the norm.

Well, in addition to all of the good things related to summer *outside* of the office, there are summer benefits *inside* as well. Let's address a few in this month's edition of **EA Insights**.

We still have several weeks left. So, breathe! It's summer!

All the best,

June

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4 R's for a Productive Summer at Work

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It's summer! (*I know. Be still, my heart!*) For many, the primary thinking about summer centers around getting away from the workplace. However, the fact that offices tend to adopt a slower pace -- folks disappearing for days on end, meetings being



In This Issue

[4 R's for a Productive Summer at Work](#)
[Quotes](#)

Quick Links

[EA Home Page](#)

[About Us](#)

[Solutions for Businesses](#)

[Solutions for Professionals](#)

[News](#)

[Contact Us](#)



"Quotes"

"We need time to defuse, to contemplate. Just as in sleep our brains relax..., so at some time in the day we need to disconnect, reconnect, and look around us."

~Laurie Colwin

"Summer is the time when one sheds one's tensions with one's clothes, and the right kind of day is jeweled balm for the battered spirit. A few of those days and you can become drunk with the belief that all's right with the world."

~Ada Louise Huxtable

"During the summers,... I work at a desk that's located beyond all tendrilly wi-fi reaches. It takes me a few days to break the constant e-mail-checking habit, then I find I don't want to check my e-mail ever, and often don't for days."

~Heidi Julavits

cancelled, project deliverables being put on hiatus -- actually may provide excellent opportunities for those who remain at work.

Here are four "R" tips for utilizing the remaining weeks of summer to your advantage.

Reassess

Summer's slower pace provides the optimal setting for a little thinking. Whether you use a January-December calendar or function according to a different fiscal year, summer's looser schedule and quieter office (or increased ability to work offsite) affords time to step back and assess priorities, and progress, and performance. It also offers room to plan for the future so that you can finish the year, or start a new one, strong.

Recover

Most of us have a million items that we need, or want, to do but that never fail to end up on the back burner (and likely never make it forward) because of meetings, and fires, and other time pulls on normal days.

Ah, but there's summer!

Summer's a great time to examine what's on that back burner. It's a chance to reclaim and determine how you'll tackle the things that still deserve your attention. It also is a chance to assign or decline anything else that's still hiding out back there but really shouldn't be on *your* stove. The point is that, in summer, you can clean off your back burner and attack some long overdue projects or decisions because you've got a little time for housework.

Reconnect

Who are the colleagues you've been promising to meet for lunch...just to catch up? Supervisor, is there coaching for your team members that never seems to happen, or that gets rushed, because of the typical time constraints on your day? Staff member, when did you last have time with those to whom you report (and, not during a formal performance evaluation) simply to have a conversation about where you're excelling, where growth opportunities continue to exist, and what your career path may be with the company?

Summertime offers time to reconnect with those around you. You, and they, are likely to have schedules that are a bit more flexible so that you can get together in ways that just will not be possible when the fall madness resumes.

Rest

There's no doubt that summer presents the prospect of time away for rest. However, the more settled office atmosphere that accompanies summer in many ways can be restful as well. Just the change in pace -- scarcer phone calls, fewer emails, and a reduced meeting schedule -- allows for an on-the-job respite that is good for mind, body, and spirit.

So, it's summer! Make it a productive one!

Perhaps the slower summer pace has helped you recognize that you (as an individual) or your business could benefit from external support to help you improve? If so, call on us at **[Executive Advantage](#)**. Let us partner with you to take this summer's step toward greater productivity and extend it into your future. **[Contact us today](#)**.

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"Rest when you're weary. Refresh and renew yourself, your body, your mind, your spirit. Then get back to work."

~Ralph Marston

"I love summertime more than anything else in the world. That is the only thing that gets me through the winter, knowing that summer is going to be there."

~Jack McBrayer

"I need some time to recover. I'm not a machine."

~Li Na

"What people don't understand is the summertime is motivation - how willing [you are] to work for the upcoming season[.]"

~Paul Pierce

"Taking time to do something slower than you normally would is a privilege that should not be ignored."

~Harper Reed

"It's not too late to develop new friendships or reconnect with people."

~Morrie Schwartz

About Executive Advantage

At **[Executive Advantage](#)**, we are committed to providing results-based business and management consulting, leadership development, and coaching support. We partner with business leaders to build healthy, well-functioning organizations, where goals are met and people thrive. We also partner with individuals to create professional (and personal) lives with clearer direction, improved results, and greater balance.

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