



Escape Cell Phone Hell

5 Steps to Running a Thriving Business Without Your Cell Phone Running You

STEP 4: Handling Days Off & Vacations

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Action Step #1:

Create a Vacation Triage Plan

This will guide your staff if something blows up while you are gone so they can keep things rolling (most likely) without your intervention. You need to document how to think like you in this manual.

This Should Include:

1. What constitutes an actual emergency?
2. What can they table until you get back?
3. What can they make a decision about and implement themselves? (And what if anything requires an approval from you?)
4. And if for any reason they can't get a hold of you, what do they do then?
5. Make a list of the potential train wreck scenarios and outline how to handle those depending on the circumstance. Create a decision tree for each so you're teaching them how to think like you. If you need an easy example of what a decision tree looks like, whatis.com has a quick rundown.

HOT TIP: If you work with Millennial staff who will be using this, I recommend the book *Not Everyone Gets a Trophy* by Bruce Tulgan

He talks a lot about internal motivation structures that will help you get inside the heads of your Millennial staff which I know will make things easier for you so you get the results you want from them.

Questions?

Want help implementing this process for your unique situation?

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