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[Balance Business and Life: Take a Vacation with Prudence](#)

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One of the perks of owning a business is the owner could take a vacation without worrying about losing a job when the vacation is over. Yet, a prudent business owner follows some guidelines to retain the trust and confidence of existing owners and contribute to the long-term health of business, while taking a vacation.

NOTIFY CLIENTS AND CUSTOMERS BEFORE HAND

Some business owners are wary of letting their customers and clients know they are taking a vacation because they are afraid their customers will find out they are a small business. However, many people appreciate the fact a business owner wants to take a vacation. Indeed, clients and customers could put a human face to the business endeavor, they feel more comfortable connecting with it.

By notifying customers and clients in advance, you give them a chance to:

- Ask you questions;
- Get updates;
- Buy products and services;
- Make an appointment;
- Plan in advance.

In fact, provide your customers with contact information where you or a trusted and competent professional can be reached.

DELEGATE RESPONSIBILITIES TO COMPETENT PROFESSIONALS

- Train employees to operate independently in your absence.
- Let your employees know how to manage customers, vendors, and suppliers.
- Have an operations manual in place.
- If you do not have employees, consider an independent contractor who works from home.

MAKE VACATION BUSINESS RELATED

Your vacatin could be when you are on a business-related trip.

- Add an extra day or two to your business trip;
- Think about any tax-related benefits;

- Make your vacation less expensive; and
- Feel happy you are making money while being on some kind of vacation.

TAKE A VACATION DURING SLOW PERIODS

Taking your vacation when business is slow or a lot of people are on vacation, could be an optimal time to relax. In fact, retail shops and seasonal enterprises may want to take a vacation during January or summer months.