



# BalanceWorks® Newsletter

## Business Travel

Written by the work/life experts at **eni**.

Business trips and travel can be a refreshing way to get out of your workplace, interact with fresh people, and experience new places. However exciting this may be, it can also cause extra stress due to packing, traveling, leaving your family, or simply being in unfamiliar territory. Here are some tips that will help your business travel be stress-free so you can focus on your goals and enjoy your trip.

### General Tips

- **Avoid connecting flights, peak travel times, and busy airports.** Take nonstop flights whenever possible to avoid layovers and decrease your chances of delayed or canceled flights. Also, avoid travel on Mondays and Fridays.
- **Schedule extra time for arrival.** Give yourself plenty of time to prepare for your meetings or conferences, and extra time to arrive at your destination.
- **Do a pre-trip workout.** A 15 to 20 minute workout on the day you leave can help you relax and help your body feel better during travel.
- **Adopt a positive attitude.** There is no use worrying about things you can't control, such as flight delays or canceled flights. If flights change, use the time to your advantage- catch up on work or read a book.
- **Practice deep breathing.** Taking three slow, deep breaths can lower your pulse by five points and help you relax in a highly stressful situation.
- **Take time for yourself.** Plan ahead to see friends for dinner or lunch when traveling to a distant city. Read a book for recreation instead of business documents in the evening.



### Packing Tips

- **Suit up:** Wear your power suit or outfit on the plane and take it off once you get to the hotel. Wrinkle release sprays work well when used with a hot iron to ease any wrinkles.
- **Mix and Match:** Maximize packing space by arranging a few outfits that you can mix and match. Men can bring one suit and a three dress shirts. Women can bring a few blouses, a skirt, dress pants, and accessories to interchange.
- **Travel Size:** Go to your local pharmacy or retail store and purchase travel-sized items for your trip. Using travel toiletries rather than full size can significantly increase your packing space.
- **Bundle Clothing:** Bundle your shirts, blouses, dress pants and skirts by rolling them together. This will give you more room for business materials that you are bringing, and help minimize wrinkles.
- **Plan for Security:** Group items together that you know will set off the metal detector at the airport. This will save you and others the time and stress at the security checkpoint.
- **Use Every Nook:** Try to pack items into spaces within other items. For example, put your socks into your shoes, or fit accessories in a handbag you have packed.
- **Buy Handy Luggage:** Purchase a bag with outside pockets large enough to hold certain items such as laptops, cell phones, boarding passes, and personal identification so you are not holding up the line at security, or ruining your neat packing efforts.

Successful, stress-free business travel includes organization and composure. Forget stress, and travel with a positive attitude and well packed luggage. By using these tips, you can enjoy your time away from your workplace, and focus on your business goals without the added stress.

For more information or advice about Business Travel, contact the work/life experts at BalanceWorks by calling **1.800.327.2255**.

**eni's BalanceWorks program is a confidential 24-7 service provided by your employer to help achieve work/life balance.**

# Traveling with Children

Are you planning on a family vacation this summer? Are you worried about traveling with your children? As vacation season nears, many families are unaware of how to prepare their children for travel. It may be stressful to handle your own packing, flight schedules, driving directions, and vacation plans, and even more stressful to pack for your children and prepare them for the trip. To help you enjoy your travel and have a stress-less vacation, use these tips for guidance.

1. **Stay positive.** Expect problems and be prepared to handle them. Traveling is difficult enough and even more difficult when you need to keep track of your children. Your stress will rub off on your children, and soon enough, the fun of vacation can be spoiled. Think of any obstacles as an adventure for you and your family.
2. **Bring Medication.** Plan ahead and bring pain reliever, allergy medicine, band-aids, baby wipes, detergent wipes, anti-bacterial gel, and whatever else your children may need when away from home. Your children can easily get sick or messy very quickly, and you do not want to be searching for a drug store when you should be relaxing.
3. **Plan Travel Times.** Pick flights or a driving time that correlates with your children's nap time. Travel will be quiet and hopefully less stressful if your children fall asleep on the way.
4. **Make a Flying Plan.** Pick the right seats for your family, whether it's by a bathroom, or you want to spread everyone out. Bring kid-friendly snacks in case your children are hungry, or do not like the food on the plane. You can also have a boarding plan—choose to board last if you can so your children can burn their energy before being stuck on a plane.
5. **Bring Entertainment.** Take your children's favorite toys that you know will engage them for some time. A doll, handheld video game, crayons and paper or your child's favorite toy will do the trick to keep them occupied during the trip.

These tips should help you and your family enjoy vacation instead of stressing about it. Relax, stay calm, and be prepared so that you and your children have the vacation you deserve.



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