

# *Momentum*

Bonus Playbook

**Recharge & Retreat**

*By Maria Ross*

# Here's What's Inside!

Distracted Much? . . . . . 3

Take a Damn Break! . . . . . 3

Plan a Workcation . . . . . 4

Workcation Prep . . . . . 5

Your Assignment: Plan Your Retreats! . . . . . 6

One Last Thing... . . . . . 6

Goodies and Inspiration. . . . . 7

# Bonus Playbook:

## Recharge & Retreat

### Distracted Much?

Whether it's social media ratholes, clients who turn their failure to plan into your emergency, laundry that needs to be done, colleagues who want to endlessly chit chat, children who want to play or Netflix shows that MUST be binge-watched, our current worklife can be full of....

#### **Distractions.**

You may find that when you are really distracted, the Universe is trying to tell you something: You need space, you need a break, or you need a change of pace.

Nothing will help you streamline and simplify your work life more than learning how to take a giant step back.

This week, we're going to learn how to deliciously nurture ourselves at work, so we can make it feel more like play.

### Take a Damn Break!

You've been working super hard in your business and in MOMENTUM. Doesn't matter whether you're "behind" on your lessons, or if you've simply been reading, absorbing and soaking in the information. After all, you're all running businesses while you do this course. You're still selling, producing, writing, executing and planning.

**So give yourself a recharge break!** Schedule such breaks into your day or week if you have to. Could be two hours. Could be 15 minutes. Just plan it!

It's important to take breaks to boost your creativity. But such breaks are also important as a regular practice. Giving yourself a refreshing breather within your busy day is vital to producing good work.

**If you keep grinding yourself down to the ground, you'll have nothing left. Recharge breaks help you refill the tank.**

**I like to think of my recharge breaks as mini-retreats.** Somehow this seems more decadent and intentional, which energizes me!

Here's a look back at some of the rest and recharge ideas I shared with you last time:

- Walk the dog...with no music or audiobooks
- Watch *Jeopardy!* or any game show
- Enjoy a mug of tea with a tasty treat ...without checking my phone.
- Workout (for me, it's Crossfit twice a week)
- Read to my son
- Take myself out for a coffee date
- Phone a friend to catch up
- Sit on my couch in silence, petting my dog

And more ideas....

- Buy yourself flowers
- Journal
- Meditate
- Do yoga
- Cook
- Light a candle
- Dance in your living room
- Listen to music
- Sing
- Reminisce with old photo albums
- Binge watch *House of Cards* or *Game of Thrones*
- Read a book or magazine
- Clean out the closet or your desk (yes, some people enjoy purging for pleasure!)

## Plan a Workcation

When it comes to breaks that still include getting work done, this idea is sheer brilliance.

We've talked about "batching" as a great way to streamline your efforts and get more done. What if you made your batching time truly pleasurable and distraction-free?

**If you're able to swing it, I highly suggest planning a Workcation.**

You can do this in an exotic, fun locale....or you can book a hotel room on Hotwire right in your own hometown.

**Moving out of your everyday space and shutting out all distractions is a great way to take yourself on a retreat.** I don't know about you, but often I get the most work done when I camp out in a coffee shop and only have my laptop for company. The change of scenery energizes me. I'm hyper-focused and not distracted by phone calls, laundry or errant papers on my desk.

Same idea. A Workcation is an overnight (or weekend, if you can manage it) retreat where you work, write, create, and focus.

In our familiar work environment, it's sometimes too easy to fall back into procrastination or distraction patterns.

It doesn't have to be expensive or a big hassle.

## Workcation Prep

If you want to make the most out of a workcation, here are some guidelines for how to prep for it and what to bring.

1. **Schedule it.** Duh. Plan ahead and block it out on your calendar or I swear, you'll never go "when you have some free time."
2. **Book a room.** This could be a luxury resort in Tahiti, a seaside cottage or a Best Western in your own hometown. You don't even have to leave town, but I do recommend staying overnight. Up to you and your budget. I recommend treating yourself to a lovely environment that fits your style: a cute boutique hotel or a modern urban loft. Book a local hotel on [Hotwire](#) or use [AirBnB](#) to find a less expensive, unique location near you. The more you enjoy your surroundings, the more comfortable and productive you will be. Maybe you're like me: my mood is heavily influenced by the design and aesthetics around me (I'm a Libra).
3. **Set expectations:** Tell everyone you'll be unavailable. Set your out of office email reply. Don't check email more than twice that day....once, if you can get away with it. Many productivity experts will tell you that the less email you send, the less email you receive. We're falsely conditioned to believe every email deserves an immediate response. It doesn't. Just give people a way to contact you ONLY if it's urgent. Most emails can wait, seriously.
4. **Set your goals:** Don't delude yourself into thinking you will get 32 different things accomplished. Follow the Rule of Three: Narrow your goals down to three main tasks. This could be writing three months of blog posts, planning your next launch, or reviewing your financials.
5. **Download key documents:** Unless you absolutely need to be researching on the Internet, try to avoid connecting to WiFi. It's too tempting. Download all the materials you'll need to your desktop. Try to work offline with Word or...GASP!...with a pen and notebook. If you do have to connect to WiFi to use GoogleDocs, DO NOT open email. Stay strong!
6. **Gather your materials:** Laptop? Check. Notebook and pen? Check. Inspirational poetry or guided meditations? Check, check. Pack up whatever you need to get your work done but also to help you....

7. **Take breaks:** Plan for mini-recharge breaks during your marathon session, or again, you may run out of steam. Take a walk, enjoy lunch at the hotel restaurant, or perhaps get really saucy and book a massage. It's a Workcation, not prison camp.

## Your Assignment: Plan Your Retreats!

What are delicious "mini-retreat" breaks that would help you recharge during your workday? Review the [ideas above](#), or come up with your own, and plot 15-minute to one hour breaks into your calendar right now and make them recurring appointments:

Find a date that works for you in the future and **BOOK A WORKCATION!** Even a local overnight is fine. If overnight is a hardship for you due to personal obligations, book a room and work there the whole day. Write down where and when you will go right here:

What are three things you want to accomplish during this workcation? Batch-write blog posts? Plan your next launch? Re-write your sales page?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

What do you need to bring with you? Keep it simple!

## ***But wait, you're not quite done....***

This is a bonus lesson, so no pressure, but if you dive in, we'd love to see your retreat plans on the Facebook page so please share. Can't wait to hear how you're planning to recharge!

Remember, we are here to encourage you and provide any feedback. If you're like me, often it's fellow collaborators that help me polish my ideas to a glossy sheen.

Again, I'm going to reward you all year long, so don't lose your MOMENTUM: Post it now and keep that train moving!

## **One Last Thing...**

I said this before, but it bears repeating:

**Your business, big idea or creative work won't succeed without nourishing and energizing yourself.**

And let me add one more:

**You can't get work done if constantly distracted.**

We all have obligations and unexpected distractions. Sometimes the water heater breaks or the kids get sick and we have to adapt our day. That's life.

But often people say they have no control when they really do. **You are not *given* control over your schedule. You have to *take* it.**

Make the time you need to recharge yourself and accomplish your goals. If you plan ahead, set clear boundaries, and set proper expectations, I promise: People will adapt. They always do.

How do I know? I thought things were so important and dependent on me and that they would fall apart without me. And then in 2008, I suffered a ruptured brain aneurysm. I had no choice but to stop. Cold. Emails went unchecked. Phone calls unreturned. And you know what? The sky didn't fall. People adapted. Life went on.

You don't have to wait for a crisis to take time out for yourself or your goals. Whether you plan quickie daily recharge breaks or an overnight work retreat, please make the time. You'll be better for it.

Enjoy your retreat!

*Maria*

# Goodies and Inspiration

More from Sarah Von Bargaen about how to [DIY a super cheap writing retreat](#).

Find great hotel, cheap local hotel room on [Hotwire](#), [Priceline](#), [Trivago](#) or [Hotels.com](#).

Even better, score a unique, lovely and inexpensive place with [AirBnB](#). We've traveled internationally using this. We found a treehouse cabin in Mendocino, a 12th century building apartment in Florence and a charming wine country cottage in Healdsburg, California. And people I know have found cool urban lofts to hold group business events through it as well!

Some people find using the [Pomodoro technique](#) to focus and get things done very helpful.