

# How to take a summer break and stay in business



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Do you find it hard to leave business behind and take a holiday? Download our Sage One guides to balancing your business and enjoying a well-earned summer break.

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# How to balance business and the summer break



While students may be longing for the end of term, signalling the long summer holidays, small business owners and entrepreneurs often find it hard to take time off from business.

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You may be worried about the effect of taking holiday, concerned about how to keep momentum going and worried that, frankly, things will fall apart without you keeping an eye on everything.

But if anyone deserves a break, it's you. Small business owners and entrepreneurs often work longer hours and take on the added pressure and responsibility of managing business, paying staff and looking after customers and suppliers.

In the long term, failing to take a break from business can be harmful to you, your family and your business. Over the next few weeks, we're offering Sage One guides to balancing your business and taking a well-earned summer break.

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# Working in the Cloud



Does your laptop sit under a parasol as you lounge beside the pool? Do you check your phone for emails at the dinner buffet?

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In a recent survey of Sage customers, 38% said they check work emails while on holiday and 15% said they check in with their business several times a day.

Mobile technology has changed the way we do business, making it easier than ever to stay in touch with what's going on.

But business is about more than just email communications. There are now many online tools that can help you deal with business admin and processes, quickly and easily, leaving you more time to kick back and enjoy yourself.

Discover the flexibility of dealing with business in the cloud. How you can share calendars, save time by automating processes and speed up cash flow with online payments.

You don't have to be a financial whizz or a payroll expert to manage these important aspects of your business online. With the right tools, you can deal with them effortlessly and quickly.

Being able to work anytime, anywhere can be a real boost to your business and give you time back to focus on what you enjoy doing.

We'll show you how taking your business online can save you time, hassle and money all through the year. And how you can stay connected to your business, but still make the most of the summer holidays.

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# Managing employees and holiday time



If you employ people, this time of year can be one of huge contrasts. You may be trying to keep business going when staff and customers are away on holiday. Or you may be looking at taking on extra staff to cope with the summer rush.

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Whatever your business situation, it makes sense to do a bit of an employee check. Does everyone understand their roles and responsibilities? Who covers when people take time off?

As a business owner do you have to authorise all payments or do you trust someone else to take on that responsibility?

We'll bring you some top tips on managing your payroll, tracking payments and taking care of your employees to ensure a summer of business success.

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# Work life balance

With work commitments taking 17% of business owners away from close family and friends for 1-5 nights per month, summer holidays can be a great time to reconnect to the people that matter in your life.

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Running your own business doesn't always make that easy, so we'll help you look at what you can prioritise, ditch or automate to save you time.

Planning ahead, using your calendar and making lists can all help you manage your time to make the most of holiday fun, but still allow you to check in on business when you need to.

If you're struggling to juggle working, childcare and time off, then starting your own business could give you the option of working to a time-table that better suits your lifestyle.

We talk to Sage One customers who have taken the leap from corporate to independent business life.

On the other side of the equation is the extra thinking space that time off gives you. Holidays have often provided the inspiration and starting point for great business ideas.

There's lots of help out there to help you turn your holiday daydream into a real practical business.

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# Back to work



As the summer holidays roll round and you start seeing adverts for school uniform and shoes, it becomes time to think about going back to work.

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How can you make sure you go back to your business refreshed and reinvigorated, with new ideas that will carry it forward into the next year?

It's a great time to take stock of what's happening in your business, and give it an honest review. What's gone well, what could go better, and where do you need to make changes?

We promise lots of hints and tips to help you keep looking forward and ensure a successful and profitable return on your holiday investment.

Whether you're busy keeping the kids amused, breaking all sales records for the summer season, or simply taking some time out to relax, kick back and think about the future of your business, Sage One guides can help you.

We can't guarantee six weeks of sunshine. But we can promise plenty of ideas and inspiration to help you enjoy a successful summer balancing business and fun.

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