



PRODUCTIVE BUSINESS TRAVEL

**Easy Tips to Improve Work
Performance While Traveling**

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INTRODUCTION

Business travel is an essential part of every executive's schedule and many of us need assistance in ways to improve work performance while traveling.

"FATIGUE AND EXHAUSTION, IRREGULAR SLEEP SCHEDULES AND TRAVEL RELATED STRESS CAN HINDER WORK PERFORMANCE."

Your energy and concentration will be affected as well as memory, mood, creativity and cognitive function.

This can hamper your decision-making skills and make you irritable and less desirable to work with.

All this to say- there are ways to improve work performance while traveling. Planning ahead is key to a successful business trip and can help promote top performance.

So, why not plan ahead to set yourself up for success with these easy ways to improve work performance during travel!



**SET YOURSELF UP
TO SUCCESS!**

THINGS TO CONSIDER BEFORE TRAVELING

***"A goal without a plan is just
a wish"***

Antoine Saint-Exupéry
(French writer, journalist, and
pioneering aviator)

1. Make To-Do Lists With Your Business Goals

"MAKE TO-DO LISTS BEFORE YOUR SCHEDULED BUSINESS TRAVEL."

Doing so will help maximize your time at your destination to reach your business goals and improve work performance. Make lists of all your goals you need to accomplish on the business trip, all the people you need to speak to and all the topics that need to be brought up.

Even though your work trip is likely geared toward a main event making these lists can help organize your thoughts so you won't forget anything pertinent and to improve work performance.

While lists for work tasks are important don't forget about your packing list!

"CREATING A PACKING LIST PRIOR TO TRAVEL CAN HELP ALLEVIATE STRESS AND IMPROVE PERFORMANCE AT YOUR DESTINATION"

Laptop, phone, chargers, work or presentation notes, business cards, passport etc. Busy executives don't want to make time for the menial tasks like packing.

However, making lists and sticking to them is a simple way to improve work performance while traveling.

A photograph of a workspace. In the foreground, there is a laptop on the left, a notebook with a pen resting on it in the center, and a smartphone on the right. The background is blurred, showing what appears to be a meeting room with chairs.

MAXIMIZE YOUR TIME
AT YOUR DESTINATION

2. Make a Schedule To Balance Work & Relaxing Activities To Destress



Having a schedule for your trip can definitely help alleviate travel stress and also allow you to unwind so that you're prepared to work. Business meetings and such will likely already be scheduled for you but don't forget about the down time!

"FINDING WAYS TO UNWIND CAN FOSTER YOUR CREATIVITY AND HELP YOU REFOCUS ON YOUR WORK."

Scheduling time for meals and sleep is important since without them you could suffer a productivity loss. Keeping a regular meal schedule seems like a no brainer, but it's something that can be overlooked and is a way to improve work performance while traveling.

Try to plan social or relaxing activities that will allow you to destress and be more productive the next day.

"AND DON'T FORGET TO SCHEDULE TIME TO CHECK IN WITH YOUR FAMILY OR EXPLORE THE CITY YOU'RE IN."

Finding ways to unwind at the end of the day can give you a short break from your work commitments and even foster creativity and help you refocus. This isn't a waste of time because some of your best ideas may come to you while you aren't even thinking about work.

Allowing yourself meaningful rest can actually make space for some new ideas and improve your work performance.

3. Let Everyone Know Your Travel Dates



KEEPING EVERYONE
INFORMED ABOUT
TRAVEL DATES WILL
HELP ALLEVIATE
PERSONAL
STRESSORS

To avoid calls and emails that could be forwarded to someone else let your colleagues and clients know when you are traveling. This will help you be completely focused on the task at hand and your business trip so that you can be more productive and achieve your goals.

Informing your business partners about travel is important, but it is equally as important to let your close friends and family know as well. As executives, our social lives can sometimes take a backseat because of our busy work schedules. Keeping everyone informed about travel dates will help alleviate personal stressors.

Thus, you can focus solely on improving work performance and the current business at hand during your business trip.

4. Schedule An Extra Day in Your Travel Plans

TAKE TIME TO DESTRESS BEFORE
YOU SET OFF ON ANOTHER TRIP.



If possible, plan to take an extra travel day at the beginning or end of your trip.

A day without the obligations of your business duties so that you can get your mind right and gear up for work or destress at the end of your work trip.

Similarly, detailed data from Carlson Wagonlit Travel claimed that frequent senior travelers (more than 30 trips per year) have higher levels of stress because they have no time to destress before they set off on another trip.

"ACCORDING TO A SURVEY DONE BY HILTON HOTELS AND RESORTS, ONE IN THREE OF THE 1,200 BUSINESS TRAVELERS POLLED CLAIMED THAT THEY CONTINUED TO FEEL STRESSED FOR THREE TO SEVEN DAYS AFTER A BUSINESS TRIP."

Adding an extra day at the end of your travel can help you avoid jetlag and be more productive on your return. If travel is stressful for you, this may be a perfect way to improve work performance upon your return to the office.


5. Book an Appropriate Hotel

To easily improve work performance on a business trip choose a suitable hotel. One that isn't party central and one that is located close to your business meetings to avoid commuting.

Commuting in a city you aren't familiar with can be detrimental to work performance by causing stress and anxiety. Give yourself the ease and peace of mind and book a quiet hotel in the area where you'll be working to avoid any pitfalls.

If it's available to you, choose a hotel with the proper business amenities. Booking a business room can help you stay focused on your work, while other facilities such as a fitness center or swimming pool can help you wind down after a long day and reduce stress.

If possible, try to stay near a park or green public area so that you're able to walk before or after your meetings. Destressing with nature is an effective way to improve work performance while traveling by keeping you relaxed and focused.



"BOOK A QUIET
HOTEL IN THE AREA
WHERE YOU'LL BE
WORKING"

6. Bring Healthy Snacks



"ACCORDING TO A STUDY DONE BY HHS PUBLIC HEALTH , THE FOOD WE INGEST CAN DIRECTLY AFFECT COGNITIVE AND MEMORY FUNCTION."

Traveling and eating healthy are not usually synonymous terms. In general, it is very hard for busy executives to make time for healthy eating but it is of most importance during travel. Snacks frequently dispersed on airplanes are usually high in sodium and fat. It can cause bloating, stomach pains and fatigue, all of which can hinder productivity.

According to a study done by HHS Public Health , the food we ingest can directly affect cognitive and memory function. Particular nutrients are vital for cognitive performance and foods that are rich in them include dark chocolate, flax seeds, kiwi and citrus fruits.

If we want to improve work performance while traveling, we must prepare our meals and snacks accordingly. To beat unnecessary cravings and avoid airplane food pack some healthy snacks with you. Keep hunger at bay and stay physically capable of focusing.

THINGS TO CONSIDER DURING YOUR FLIGHT

***"I can't change the direction
of the wind, but I can adjust
my sails to always reach my
destination"***

Jimmy Dean

(American singer, actor, and
businessman)

1. Make Time During Your Flight To Relax

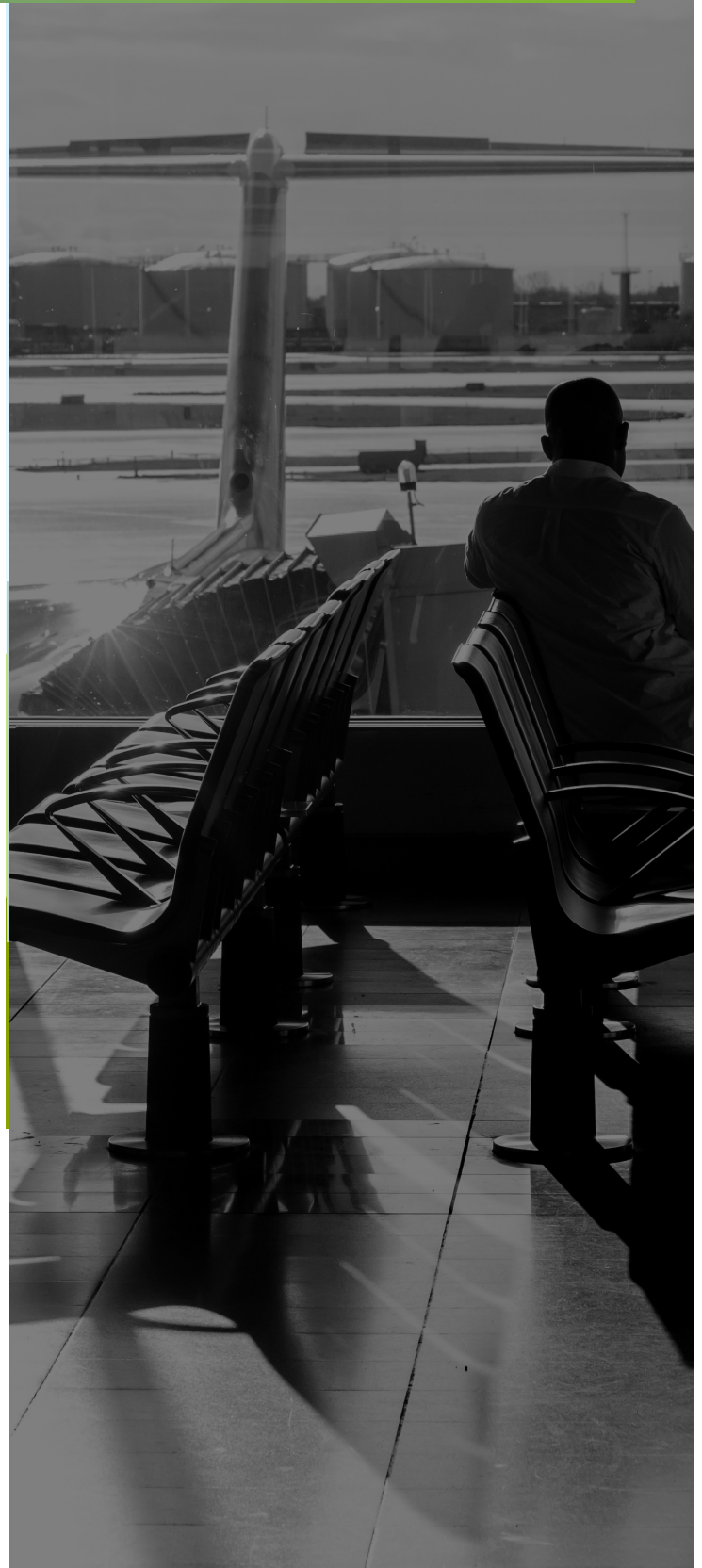
Travel is already stressful enough but, business travel can be even more stressful.

**ACCORDING TO A SURVEY
DONE BY BOOKING.COM,
93% OF AMERICAN
BUSINESS TRAVELERS FEEL
STRESSED WHEN
TRAVELING
INTERNATIONALLY.**

To ease some of this travel tension use your flight to unwind and relax, read a book, watch a movie or sleep.

Many executives use flying time to work on their laptops but if the flight is long, use some of that time to rest and unplug. If the flight is short, use the whole flight to relax and not stress about work. This can be a good way to improve work performance while traveling.

Nobody works well under constant stress so allowing yourself some rest is essential for a positive business trip.



2. Drink Water



"RECENT STUDIES HAVE SHOWED A LINK BETWEEN THE HIGHER INTAKE OF WATER AND ITS POSITIVE EFFECTS ON A PERSON'S PERFORMANCE AND PRODUCTIVITY."

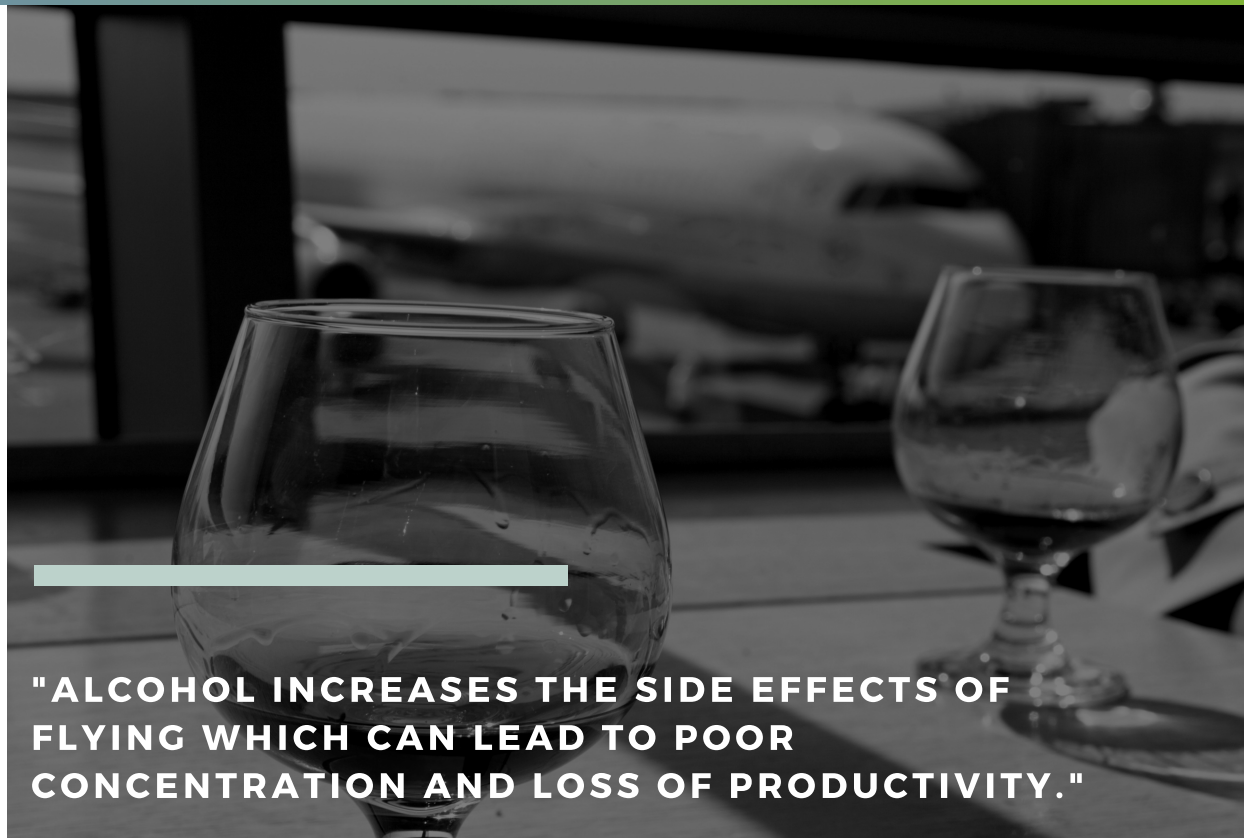
Water consumption is essential for executives on the plane. Because of the high altitudes and pressurized cabins, the humidity in airplanes is usually only at 10-20%. This is much less than the 30-60% most people are used to. Because of this air travel causes mild dehydration and can lead to headaches, fatigue, and lessen our ability to focus.

To prevent this try keeping a refillable water bottle with you so you can continue to drink water throughout your flight and stay hydrated.

Recent studies have showed a link between the higher intake of water and its positive effects on a person's performance and productivity.

Executives can experience improved brain function and a boost in energy which are important during business travel.

3. No Alcohol on Planes



"ALCOHOL INCREASES THE SIDE EFFECTS OF FLYING WHICH CAN LEAD TO POOR CONCENTRATION AND LOSS OF PRODUCTIVITY."

Don't drink alcohol on planes. Never!

Alcohol might seem like an easy way to calm nerves before a big business conference or meeting an important client. However, this is one of the worst things you can do to prepare for business travel. Instead of improving work performance it can hinder it severely.

Alcohol and altitude do not mix. Dehydration is a common occurrence while flying.

Alcohol increases the side effects of this which can lead to poor concentration and loss of productivity.

Studies have shown that alcohol can act as a diuretic which in turn dehydrates the body as well. Note that consuming alcohol while on a business trip in general is unwise.

ACCORDING TO THE NATIONAL SLEEP FOUNDATION ALCOHOL CONTRIBUTES TO POOR QUALITY SLEEP.

Alcohol can also interrupt your body's circadian rhythm and REM sleep stage, which is your most restorative sleep stage.

THINGS TO CONSIDER ONCE YOU ARE AT YOUR DESTINATION

"One's destination is never a place, but rather a new way of looking at things"

Henry Miller
(American writer)

1. Avoid Unhealthy Foods at Business Meals



A HEALTHY MEAL
CAN PREVENT LOW
BLOOD SUGAR
WHICH CAN LEAD TO
FATIGUE AND
MENTAL FOGGINESS.

Avoiding unhealthy food includes fast food, foods high in sodium and sugar, highly processed snacks or meals and alcohol.

This can be extremely hard for executives who must go eat out for every meal while traveling or for those who need to impress potential clients.

Making proper diet choices can support everything that goes into executing a good business deal. A healthy meal can prevent low blood sugar which can lead to fatigue and mental foginess. It also allows us to physically present ourselves in a healthy and positive light.

Choosing healthy foods is also extremely important for the overall mental health of an executive.

"A RECENT STUDY SHOWED THAT DIETS WITH HIGH LEVELS OF SATURATED FATS CAN LEAD TO REDUCED COGNITIVE FUNCTION, COGNITIVE DECLINE AND DEMENTIA."

Making proper diet choices is an effective way to improve work performance while traveling.

2. Make Time for Exercise

Make physical activity a priority!

Exercise can help improve your brain activity and help with focus, which is crucial to an executive who is on business travel.

Research shows that exercise changes the brain in ways that protect memory and thinking skills. This is good news for executives!

Now we know that we can improve mental clarity and sharpness,

which comes in handy when negotiating business deals.

Making time for physical activity while traveling doesn't have to be complicated and there are so many benefits for executives.

A study at Leeds Metropolitan University revealed that the effects and impact of exercise during the day lead to greater productivity, more effective time management and enhanced levels of satisfaction upon the return home.

EXERCISE CAN
HELP IMPROVE
YOUR BRAIN
ACTIVITY AND
HELP WITH
FOCUS



3. Get Enough Sleep



"SLEEP DEPRIVATION HAS BEEN SHOWN TO IMPAIR ATTENTION, WORKING MEMORY AND DECISION-MAKING SKILLS"

It is no secret that a good night's sleep is essential for peak work performance. Unfortunately, travel can disrupt our normal sleep cycles.

THE MAIN ISSUE ARE LONG MEETINGS AND LATE DINNERS.

According to a study done by the Neuropsychiatric Disease and Treatment Center, sleep deprivation has been shown to impair attention, working memory and decision-making skills.

This can decrease an executive's productivity while on business travel.

To help combat the adverse effects of sleep deprivation try turning off your cell phone at night, set the hotel room to a comfortable temperature and close all curtains to block out street lamps or outside lights.

If you're still in need of some extra sleep support, try taking a warm shower or bath to relax.

You can also consider taking melatonin supplements.

MEET MAREK STRUSZCZYK

CEO of ManagerUp.com



EXPERIENCED EXECUTIVE
WITH +1 MILION MILES OF
BUSINESS TRIPS



CERTIFIED HEALTH
MENTOR



GOT ANY
QUESTIONS?

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