



Effective Leave Management: 3 Essential Strategies

Description

This article gives tips for entrepreneurs on how to help their teams while taking care of their health and family.

Many young business owners work very hard. I did too when I started my company, Hello Alice. I drank lots of coffee and ran a lot. It can be hard to think about letting others help with your business. Recently, I had health problems and had to take my first break. This taught me a lot about trust and letting my team take charge.

Planning for a time when you might need to leave is important. You might need to step back for your health or to help a family member. Early in my company, my co-founder had to care for her father. We made sure we knew everything about the business so that she could take care of him.

Real estate expert Gary Keller said work is like a rubber ball. If you drop it, it will bounce back. But family, health, friends, and integrity are like glass. If you drop them, they may break.

Here are three simple tips for taking care of your business while you also take care of yourself:

1. Plan Ahead

Keep important business plans where others can find them.

2. Clarify Roles

Make sure everyone knows their job and who is in charge when you are away.

3. Stay Away

Try not to check in too much. Trust your team to do their jobs.

Take care of yourself and your business will be okay.

Vocabulary List:

1. **Entrepreneurs** /ˌɒn.trə.prəˈnɜːrɪz/ (noun): Individuals who start and run their own businesses often taking on financial risks for potential profits.
2. **Trust** /trʌst/ (noun): Firm belief in the reliability truth ability or strength of someone or something.
3. **Integrity** /ɪnˈtegrɪti/ (noun): The quality of being honest and having strong moral principles.



4. **Clarify** /'klær.i.fai/ (verb): To make a statement or situation less confused and more comprehensible.
5. **Charge** /tʃɑ:rdʒ/ (noun): The responsibility for the care and management of someone or something.
6. **Bounce** /baʊns/ (verb): To spring back; to rebound after hitting a surface.

Vocabulary quizzes

Multiple Choice (Select the Correct answer for each question.)

1. Which word best describes a person who is often in a bad mood or irritable?
Option: Routine
Option: Grumpy
Option: Yummy
Option: Trust
2. Who are professionals responsible for creating software and applications?
Option: Consumers
Option: Developers
Option: Entrepreneurs
Option: Charge
3. What is the process of embedding a visible or invisible mark in a digital image or document to provide copyright protection?
Option: Decrease
Option: Earnings
Option: Watermarking
Option: Claim
4. Which term refers to conducting business transactions online through the internet?
Option: Trend
Option: E-commerce
Option: Stake
Option: Affect
5. What type of material is artificially made by chemical synthesis?
Option: Integrity
Option: Synthetic
Option: Struggling
Option: Futures
6. Which term signifies confidence in the reliability or integrity of a person or thing?
Option: Trust



- Option: Charge
- Option: Bounce
- Option: Claim

7. Who is a person or business that sells goods to consumers?

- Option: Partnership
- Option: Retailer
- Option: Stake
- Option: Decrease

8. Which term means to make something smaller in size, amount, or number?

- Option: Investors
- Option: Decrease
- Option: Qualitative
- Option: Futures

9. Which word describes facing challenges or difficulties in achieving success?

- Option: Partnership
- Option: Earnings
- Option: Struggling
- Option: Claim

10. What term describes the ability to comprehend information or ideas?

- Option: Entrepreneurs
- Option: Yummy
- Option: Understanding
- Option: Charge

Gap-Fill (Fill in the blanks with the correct word from the vocabulary list.)

11. A _____ is a general direction in which something is developing or changing.
12. A _____ is a cooperative relationship between two or more individuals or entities.
13. _____ is the firm belief in the reliability, truth, ability, or strength of someone or something.
14. A _____ is an assertion of the truth of something, typically without providing evidence or proof.



15. _____ is the quality of being honest and having strong moral principles.
16. _____ research focuses on the quality of data, providing insights into the problem or helping to develop ideas or hypotheses for potential quantitative research.
17. Investing in financial _____ involves buying or selling a contract that obligates a party to buy or sell an asset at a specific future date and price.
18. _____ are the profits made by a company.
19. _____ are individuals or institutions that commit money to purchase financial securities, real assets, or other investment strategies.
20. _____ are individuals or households that consume goods and services produced within an economy.

Matching Sentences (Match each definition to the correct word from the vocabulary list.)

21. Many people follow a daily of activities to maintain productivity and organization.
22. There is a to how much information one can absorb in a short period of time.
23. To save money, many people try to unnecessary expenses from their budgets.
24. The chef prepared a dessert that left everyone wanting more.
25. In the hours, the city comes alive with vibrant nightlife and entertainment.
26. play a crucial role in creating new software applications and programs for various industries.
27. are individuals who take on financial risks in the hope of making a profit from a new business venture.
28. Building with customers is essential for businesses to maintain long-term relationships and loyalty.
29. Many startups face challenges and obstacles when they are to establish themselves in the market.



30. provide capital to companies or projects with the expectation of receiving a return on their investment.

Answer

Multiple Choice: 1. Grumpy 2. Developers 3. Watermarking 4. E-commerce 5. Synthetic 6. Trust 7. Retailer 8. Decrease 9. Struggling 10. Understanding

Gap-Fill: 11. Trend 12. Partnership 13. Trust 14. Claim 15. Integrity 16. Qualitative 17. Futures 18. Earnings 19. Investors 20. Consumers

Matching sentence: 1. Routine 2. Limit 3. Reduce 4. Yummy 5. Evening 6. Developers 7. Entrepreneurs 8. Trust 9. Struggling 10. Investors

CATEGORY

1. Business - LEVEL1

Date Created

2024/10/23

Author

aimeeyoung99

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