



Managing Leave: 3 Effective Ways to Stay Productive

Description

Entrepreneurs need to balance building their business with taking care of their health and family. Many young founders work non-stop, fueled by their dreams of success. It can be challenging to trust others with your business, especially when unexpected health issues or family emergencies arise.

Planning for the unexpected is crucial. Having a clear succession plan in place and defining roles within your team ensures a smooth transition in your absence. As real estate entrepreneur Gary Keller said, work is important but family, health, friends, and integrity are fragile and need to be prioritized.

It's inspiring to see more leaders, like Bumble's Whitney Wolfe Hurd, taking maternity and paternity leave, showing the importance of self-care. To take care of your business while taking care of yourself, prepare ahead of time by sharing business plans with your team, be clear on roles and responsibilities, and avoid constantly checking in when you're away.

Remember, taking care of yourself should be a priority. Whether it's a planned break or an unexpected situation, setting yourself and your company up for success is key. It may feel strange to plan for the worst, but it's essential for the longevity of your business.

Vocabulary List:

1. **Entrepreneurs** /ˌɒntrəprəˈnɜːr/ (noun): Individuals who start and run their own businesses.
2. **Succession** /səkˈseʃən/ (noun): The process of inheriting a title office property etc.
3. **Prioritized** /praɪˈɔːrɪtaɪzd/ (verb): Regarded or treated as more important than others.
4. **Maternity** /məˈtɜːnɪti/ (noun): The state of being a mother; also refers to related leave for mothers.
5. **Integrity** /ɪnˈteɡrɪti/ (noun): The quality of being honest and having strong moral principles.
6. **Longevity** /lɒnˈdʒɛvɪti/ (noun): Long duration of life or existence.

Comprehension Questions

Multiple Choice

1. What is a challenge entrepreneurs face in balancing business and personal life?
Option: Difficulty in trusting others with their business



- Option: Lack of passion for their work
- Option: Limited financial resources
- Option: Lack of business ideas

2. According to Gary Keller, what needs to be prioritized along with work?

- Option: Business expansion
- Option: Material possessions
- Option: Family, health, friends, and integrity
- Option: Social media presence

3. What is suggested to prepare ahead of time for taking care of the business while being away?

- Option: Sharing personal family issues with the team
- Option: Constantly checking in with the team
- Option: Being vague about roles and responsibilities
- Option: Sharing business plans with the team

4. What did Bumble's Whitney Wolfe Hurd demonstrate the importance of?

- Option: Achieving financial success
- Option: Taking risks in business
- Option: Self-care and work-life balance
- Option: Ignoring personal well-being

5. What is essential for the longevity of a business according to the text?

- Option: Constantly working non-stop
- Option: Not trusting others with your business
- Option: Planning for the worst
- Option: Keeping personal well-being as a priority

6. To whom should entrepreneurs prioritize besides work?

- Option: Personal interests
- Option: Career growth
- Option: Family, health, friends, and integrity
- Option: Social responsibilities

True-False

7. Entrepreneurs should prioritize their health and family along with business.



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8. Bumble's Whitney Wolfe Hurd did not take maternity or paternity leave.
9. Being clear on roles and responsibilities within a team is unnecessary for a smooth transition in case of absence.
10. Planning for the worst is not important for the longevity of a business.
11. Entrepreneurs should avoid constantly checking in with the team when they are away.
12. Gary Keller emphasizes that work should take precedence over family and health.

Gap-Fill

13. What do entrepreneurs need to balance building their business with taking care of their _____ and _____ ?
15. According to the text, having a clear _____ plan in place ensures a smooth transition in your absence.
16. It is important for entrepreneurs to prepare ahead of time by sharing _____ plans with their team.
17. Bumble's Whitney Wolfe Hurd emphasized the importance of taking _____ leave.
18. Setting yourself and your company up for success is key for the _____ of your business.

Answer

Multiple Choice: 1. Difficulty in trusting others with their business 2. Family, health, friends, and integrity 3. Sharing business plans with the team 4. Self-care and work-life balance 5. Planning for the worst

True-False: 7. True 8. False 9. False 10. False 11. True 12. False

Gap-Fill: 13. health, family 15. succession 16. business 17. maternity 18. longevity



Vocabulary quizzes

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

1. What is a general increase in prices and fall in the purchasing value of money?
Option: A. Deflation
Option: B. Stagnation
Option: C. Inflation
Option: D. Recession
2. Who is the final user of goods and services produced?
Option: A. Manufacturer
Option: B. Investor
Option: C. Regulator
Option: D. Consumer
3. What is a significant decline in economic activity lasting longer than a few months?
Option: A. Expansion
Option: B. Inflation
Option: C. Recession
Option: D. Growth
4. What term is used to describe an investor sentiment that the market will rise?
Option: A. Bearish
Option: B. Volatility
Option: C. Neutral
Option: D. Bullish
5. What are taxes or duties to be paid on a particular class of imports or exports?
Option: A. Subsidies
Option: B. Savings
Option: C. Tariffs
Option: D. Exports
6. Which term refers to the genuine original nature of something?
Option: A. Forgery
Option: B. Artificiality
Option: C. Authenticity
Option: D. Impersonation
7. Who are individuals who start and operate a business taking on financial risk to do so?



- Option: A. Employees
- Option: B. Entrepreneurs
- Option: C. Investors
- Option: D. Suppliers

8. What is the quality of being honest and having strong moral principles?

- Option: A. Deception
- Option: B. Integrity
- Option: C. Dishonesty
- Option: D. Corruption

9. What is the period during and after pregnancy for a woman?

- Option: A. Adolescence
- Option: B. Infancy
- Option: C. Old age
- Option: D. Maternity

10. What is the process of inheriting a title office or other position?

- Option: A. Promotion
- Option: B. Demotion
- Option: C. Succession
- Option: D. Displacement

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

11. Statisticians analyze and interpret data to assist businesses in making _____.
12. Establishing a daily _____ can help improve productivity and time management.
13. Practicing mindfulness can enhance _____ and focus.
14. An _____ monopoly is one created or enforced by a government.
15. Mediation is often used to resolve legal _____ outside of court.
16. Digital artists often use _____ techniques to protect their work from plagiarism.
17. It is essential to have a properly _____ task list to ensure important deadlines are met first.



18. He has an outstanding _____ ability excelling in both math and creative writing.
19. After a good night's sleep she woke up feeling _____ and ready to tackle the day.
20. Regular exercise and a balanced diet can contribute to a longer _____.

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

21. The ultimate user of goods and services in the economic system.
22. The general feeling or attitude of investors towards a particular market.
23. The degree of variation in trading price series over time.
24. A significant decline in economic activity lasting longer than a few months.
25. The practice of focusing one's attention on the present moment.
26. A set of actions or behaviors followed routinely often with symbolic meaning.
27. General direction in which something is developing or changing.
28. Taxes or duties to be paid on a particular class of imports or exports.
29. The quality of being genuine and original.
30. The process of inheriting a title office or other position.

Answer

Multiple Choice: 1. C. Inflation 2. D. Consumer 3. C. Recession 4. D. Bullish 5. C. Tariffs 6. C. Authenticity 7. B. Entrepreneurs 8. B. Integrity 9. D. Maternity 10. C. Succession

Gap-Fill: 11. predictions 12. routine 13. concentration 14. artificial 15. disputes 16. watermarking 17. prioritized 18. intellectual 19. energized 20. longevity

Matching sentence: 1. Consumer 2. Sentiment 3. Volatility 4. Recession 5. Mindfulness 6. Ritual 7. Trends 8. Tariffs 9. Authenticity 10. Succession

CATEGORY

1. Business - LEVEL3

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