

3 on 13

3 things from EP
to make life
better.

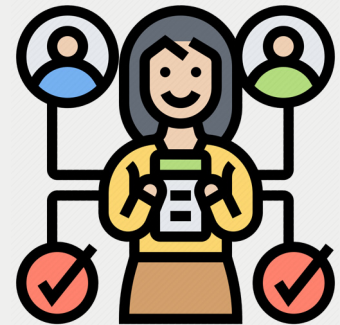
JUNE 13 · 2024

Emanuelson-Podas produces the **3on13 Newsletter** on the 13th of every month in the hopes of putting in your hands three things that will help make your life better. Entries may include quotes, reminders, jokes, random recipes, book recommendations, advice, or anything else that might make you think, make you smile, or make you a better, happier human being. **Got something worth sharing? Send it to 3on13@epinc.com**

1 | Leaving the Office? Vacate Responsibly

Summer is (almost) here! And many of us are counting down the days (hours?) to our long-overdue summer vacations and holidays. But there's more to leaving the office than just leaving the office. Here's how to set your colleagues up for success while you're gone:

- **Change Your Perspective:** Put yourself in the shoes of your clients, partners, and colleagues. What will they expect from you in terms of planning and communication? How can you minimize the pain they feel when you're out of the office?
- **Plan and Communicate in Advance:** Inform your team, clients, partners, and others of your plans well in advance. Set up meetings with key stakeholders to discuss ongoing projects. (*Pro tip: long before you set up that out-of-office autoresponder, consider adding a line to your email signature giving recipients a heads-up about your plans.*) Remember: sometimes key clients get extra love here.
- **Delegate:** Assign tasks to colleagues, making sure they understand. (Read those last four words again... *making sure they understand.*) A last-second email brain dump (read: vomit) is ineffective and annoying. And be sure to update your project management tool.
- **Update Your Calendar / Look Ahead:** Take the time to review the day and week that you return to the office. Plan time to catch up (read: *don't overschedule yourself*) and reintegrate yourself into the project workflow.
- **Plan and Execute Your Out-Of-Office Alerts:** Provide enough detail to be helpful — and be sure to identify a point person who can be contacted in your absence. Warning: if you do this in the final minutes before you actually begin your vacation, you're doing it wrong.



2 | ZZZZZZZzzz Smarter

We've covered some of this before (because we're good like that), but as schedules shift with the arrival of summer, it's worth a refresher on some of the basics of sleep:

- Two-thirds of adults fail to get the [recommended 7-9 hours](#) of sleep per night. And consistent poor sleep (less than 6-7 hours) [has been linked](#) to a litany of horrible outcomes, from heart disease and Alzheimer's to anxiety and obesity.
- Alcohol is the most powerful suppressor of REM sleep. Be careful.
- Sleep debts cannot be repaid. Build a good [sleep habit](#).
- Naps should be limited to 45 minutes, and 20-30 minutes is ideal. No naps after 3 p.m.

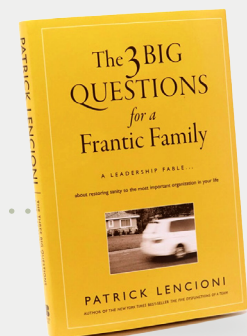


How to [sleep better](#):

- Stick to a sleep schedule. Even on weekends. Even in the summer.
- Cut out your caffeine intake by noon.
- Make your bedroom cool and dark. 65 degrees is ideal. Yep, 65 degrees.

3 | Feeling Frantic?

Here's the [summary article](#) of Patrick Lencioni's new book, [The 3 Big Questions for a Frantic Family](#). (We haven't actually read the book yet, but the summary article definitely has us thinking.)



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