

## **Two-Day Sabbatical: How to Maximize Your Time Away**

Feeling fatigued, burned out, and in need of some time away? You may not be able to afford the time, energy, and money of a 2-month (or year-long) sabbatical, but you may be able to afford to take 2 days away. This session will introduce you to the areas which are the most helpful to focus on during a 2-day “sabbatical breakaway.” It will explain how to maximize a short sabbatical to maximize rest, re-focus, and general renewal.

**Bobb Biehl** is an Executive Mentor. In 1976, Bobb founded Masterplanning Group International. He has consulted personally with over 500 clients. He has met one-to-one with over 5,000 executives and invested an estimated 5,000 hours in private sessions with some of the finest leaders of our generation. Based on thousands of hours of practical experience, he has originated 40 tools (books, tapes, notebooks) in the area of personal and organizational development. For over 31 years, Bobb was on the board of directors of Focus on the Family. He holds a bachelor’s (’64) and a master’s degree (’66) from Michigan State University. Bobb and his wife, Cheryl, have been married since 1964. They have two adult children, two grandchildren, and four great grandchildren. His website is [www.bobbbiehl.com](http://www.bobbbiehl.com).

### **MAXIMIZING YOUR SABBATICAL**

*Reflection / Refocus / Renewal*

#### **MY LIFE**

- Northstar** – *My life direction*
- Bucket list** – *Who I am / where I’m going*

#### **Where I’ve BEEN**

- Life milestones / decade**

#### **Where I AM**

- Visual Perspective Chart** – *Emotional balance*
- Depression, Fatigue, Burnout** – *Coming back to balance if feeling exhausted*
- Unique Strengths Profile** – *Personal*

#### **Other areas of life**

*Emotional*  
*Financial*  
*Physical*  
*Professional*  
*Relational*  
*Social*  
*Spiritual*

**Daily Priorities –**

- \* **TO-DO LIST** (Written)
- \* File system – “Someday” file for creative – opportunity oriented – entrepreneurs
- \* Calendar – Deadlines
- \* Contacts list / Rolodex – Network

**Where I’m GOING**

- DECADES** – *Personal (Decade by Decade)*
- Platform** – *Positional*
- Balance** – *Professional / Personal (Annual Balance Calendar)*

**Single most helpful tool on a Sabbatical:**

- I WANT / BUCKET LIST GRID** – *a “Ruthlessly Realistic” reflection*

**TO DO**

	<b>DO</b>	<b>E-MAIL</b>	<b>CALL</b>
<b>TODAY</b>			
<b>WEEK</b>			
<b>MONTH</b>			

<b>SOMEDAY</b>			
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## QUARTERLY PRIORITIES

	<b>QUESTIONS</b>	<b>GOALS</b>	<b>PROBLEMS</b>	<b>OPPORTUNITIES</b>
	<i>“Answer it” Stress</i>	<i>“Add it” Focus</i>	<i>“Fix it” Pressure</i>	<i>“Grab it” Accelerator</i>
<b>1</b>				
<b>2</b>				
<b>3</b>				

## ANNUAL PRIORITIES

	<b>QUESTIONS</b>	<b>GOALS</b>	<b>PROBLEMS</b>	<b>OPPORTUNITIES</b>
	<i>“Answer it” Stress</i>	<i>“Add it” Focus</i>	<i>“Fix it” Pressure</i>	<i>“Grab it” Accelerator</i>
<b>1</b>				
<b>2</b>				
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