



Ways to be More Productive on a Business Flight.

Following is a list of ideas that will help you get through some tasks that need to be completed or some that are usually put aside due to the busy workload.

The biggest benefit while working on a flight is, it's one of the best 'uninterrupted' times that you'll get.

- Fleshing out and strategize new ideas for the business
- Rearranging your calendar
- Respond or write up emails. As soon as you land the internet will kick in and the emails will immediately go
- Write out thank you cards or notes
- Start next month's 90-day planner
- Opportunity to write down or expand pros and cons of new ideas
- You could work on a file that is saved to your desktop
- On return flights draught up some 'touching base' emails of new connections
- With any new contacts put down key notes against their details to help you remember
- Any selfies or photos taken with recently met people especially when networking, add their name, business details and phone number to their photo. Some smart phones will have the capability to do this.
- Write a list of people in your industry that you'd still like to meet and pair up with those who may be able to connect you. It's good to have this written down to clearly see and so the next step is work on a strategy of how to make each connection.
- Clean out irrelevant tasks and emails from your laptop or your email system
- Set or check personal goals
- Opportunity to make it your personal time so finish that book that you're reading
- With your headsets, rest and listen to a saved meditation or affirmations
- Take a power nap

TIP: BYO protein bars or packs of a nuts to eat on the flight as these are so much healthier than airline food because it will give you more energy, you'll burn more calories and remain fuller. It'll also keep the hunger pains away and won't distract you from a big meeting.

TIP: When taking international flights, to save suffering from jet lag, allow an extra day to arrive in that town or city. This will give you time to have a decent sleep, review work, take a walk in the fresh air and take in some sights for a while as the exercise will clear your mind for the meeting and time ahead.

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