

Transcript from the Freelance Friday #EFAChat, March 27, 2015

Topic: Balancing Vacation and Work

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Today's #EFAChat is being moderated by Harry David, a copy editor and indexer from Birmingham, Alabama.

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This #EFAChat will discuss taking time time off without harming your freelancing business.

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#EFAChat We'll use Q1, Q2, etc. for questions; please use A1, A2, etc. for your answers to each question.

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#EFAChat Let's introduce ourselves. Where are you from, and what do you do?

Jennifer Holmes @jenmededit

Jennifer Holmes, freelance medical editor, just back from vacation! #efachat

Georganna Hancock @glhancock

RT @GLHancock: Hello all fellow freelancers at the #EFAchat - I always took "working vacations". Worked great! From #SanDiego

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#EFAChat Q1: What do you tell clients in advance of a vacation?

Eve Levavi Feinstein @evefeinstein

Eve Levavi Feinstein, Freelance writer/editor in Palo Alto, about to spend a week on the East Coast with family, bringing work. #EFAChat

Jennifer Holmes @jenmededit

A1: I add a "will be out of the office" note with dates to my e-mail signature starting 1 month before my vacation. #EFAChat

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Hi, Michael! Good to have you with us!
#EFAChat

Jennifer Holmes @jenmededit

A1: Adding a note to my e-mail signature is an easy way to keep reminding the clients I'm working with that I will be on vacation.
#efachat

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#EFAChat Please do continue to introduce yourselves as you join us! I jumped the gun a bit with Q1.

Eve Levavi Feinstein @evefeinstein

If I'll be away from email I add a note to my signature. Otherwise I just tell clients if they contact me. #EFAChat

Heidi Fiedler @heidiuncovered

@EFAFreelancers When I go on vacation, I let me clients know when they'll hear from me again & tell them I'll bring back stories!
#efachat

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@GLHancock #EFAChat Are you not concerned your clients will worry about your being out of touch?

Lucy Spencer @spencerproofs

#EFAchat Q1 Advance notice works well for me. (Lucy Spencer, copyeditor from Northwest Indiana)

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#EFAChat Q2: How do you decide when to take time off?

Georganna Hancock @glhancock

A2 #EFAchat When it's warm in the southern hemisphere and I have a little extra moolah. Time to free dive in warm waters!

Sophia Gray @sohgray

Sophia Gray, freelance editor, Chicago,
#EFAChat. Topic is Finding the Balance:

how to vacation as a freelance.

Deborah A. Ring @wordbirdeditor

#EFAChat Deb Ring, editor in Rhode Island, joining in!

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#EFAChat @sohgray Welcome, Sophia!

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#EFAChat @wordbirdeditor Welcome, Deborah!

Eve Levavi Feinstein @evefeinstein

Q2: Sorry, do those not count as "vacations"? #EFAChat

Jennifer Holmes @jenmededit

@EveFeinstein A2: Same here. Still have kiddos in school. #EFAChat

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#EFAChat Glad to have you with us, Eve! @EveFeinstein!

Lucy Spencer @spencerproofs

#EFAchat I take a vacation when my husband does. With my smartphone and laptop in tow, it doesn't matter where I am when clients contact me.

Deborah A. Ring @wordbirdeditor

A1. I don't promise that I will check email #EFAChat

Jennifer Holmes @jenmededit

A3: I checked e-mail each morning and evening while on vacation and scheduled 2 jobs for the week I returned. #iPad4biz #EFAChat

Lucy Spencer @spencerproofs

#EFAchat Q3: Scheduling and negotiation are my strategy for keeping clients happy when I need to take a break.

HKelleyB @hkelleby

#EFAchat Hi all. I am Helen, an editor & proofreader from NYC.

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#EFAChat Glad to have you with us, Helen! @HKelleyB

Heidi Fiedler @heidiuncovered

I refer clients to other trusted eds if I can't hit their deadlines, but us. we have a plan in place so it's no problem. #EFAChat

Eve Levavi Feinstein @evefeinstein

A3: I don't think you can ensure, but most of my clients understand and accept a longer turnaround, and I try to accommodate them. #EFAChat.

Sophia Gray @sohgray

@EFAFreelancers - I take into consideration the needs of my client(s) but I decide with my family. #EFAChat.

Lucy Spencer @spencerproofs

#EFAchat A3: One of the great things about networking is meeting people who can and will help when you're overwhelmed.

Deborah A. Ring @wordbirdeditor

Q3. When clients feel like you're taking great care of them, they don't begrudge you taking time off #EFAChat

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#EFAChat Q4: Do you think about whether you've invested enough time in growing your business to justify taking time off?

Eve Levavi Feinstein @evefeinstein

A3: I almost always end up doing some work during "vacation." #EFAChat

Georganna Hancock @glhancock

A4 #EFAchat Not really. I don't live to work.

Deborah A. Ring @wordbirdeditor

Q3. I recently went away for a week and received nice notes from my clients upon my return to say they hoped I had a great time #EFAChat

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Building on @JenMedEdit, #EFAChat Q5: do you subcontract out your work or refer clients to other freelancers when you go on vacation?

Lucy Spencer @spencerproofs

#EFAchat A4 I invest time in both myself and my business. All work and no play makes me grumpy, which doesn't help my clients one bit!

Eve Levavi Feinstein @evefeinstein

Q4: No, there's always more business when I get back, so I guess I've invested enough! #EFAChat

Deborah A. Ring @wordbirdeditor

Q5. Generally no. I try to find a way to accommodate the client before or after vacation #EFAChat

Eve Levavi Feinstein @evefeinstein

Q5: If our schedules aren't compatible, yes. #EFAChat

Jennifer Holmes @jenmededit

A5: Some clients will wait until your return; some won't. You build good will with clients and other freelancers if you refer. #efachat

Lucy Spencer @spencerproofs

#EFAchat A5: If I absolutely can't do it, in a perfect scenario, easy work is subbed out and challenging work goes to a referral.

Deborah A. Ring @wordbirdeditor

A4. Vacation can be a business investment - -to ensure your continued productivity

#EFAChat

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If you're just joining us, welcome to Freelance Friday! Jump in at any time with hashtag #EFAChat, and feel free to introduce yourself!

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#EFAChat And feel free to jump back to questions from earlier, if you missed a chance to say your piece!

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#EFAChat Q6: How do you find freelancers with the right expertise and experience to substitute for you?

Georganna Hancock @glhancock

A6 #EFAchat The hard part for me is convincing clients to accept another editor. Finding good ones not a problem!

Eve Levavi Feinstein @evefeinstein

A6: It's always people I've worked with or whose work I've seen. #EFAChat

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#EFAChat Good question, @SpencerProofs!

Georganna Hancock @glhancock

@spencerProofs No, because I always check it - how I found I had to do it all over myself! #EFAChat

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#EFAChat Q7: How much do you communicate with clients while on

vacation?

Georganna Hancock [@glhancock](#)

A7 [#EFAchat](#) As little as possible! I learned from the first time!

Sophia Gray [@sohgray](#)

[@EFAFreelancers](#) - [#efachat](#). Q4: No - advantage of freelance is making your schedules, choosing who you work with (ideally), where you work!

TwitLiveEvents [@twitliveevents](#)

March 27, 2015 at 04:00PM Twitter Chat - [#EFAChat](#) [#TwitterChat](#) Visit ift.tt/1bUDPUO for more events.

Hire Me ! [@freelancer_id](#)

RT [@sohgray](#): [@EFAFreelancers](#) - [#efachat](#). Q4: No - advantage of freelance is making your schedules, choosing who you work with (ideally), w...

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[#EFAChat](#) Q8: Aside from communicating with clients, how much do you work on vacation?

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[#EFAChat](#) Put differently, do you only respond to emergencies, or do you devote some small fraction of your time to work?

Lucy Spencer [@spencerproofs](#)

[@EveFeinstein](#) [@GLHancock](#) Actually, I agree with that most of the time, Eve. Some clients need that information, but some don't. [#efachat](#)

Sophia Gray [@sohgray](#)

[@EFAFreelancers](#) - Q8: I try to limit working on vacation to 1-2 hours. [#EFAChat](#)

Eve Levavi Feinstein [@evefeinstein](#)

[@spencerProofs](#) [@GLHancock](#) I agree in principle that it depends on the job and

client. But for me the answer is generally yes. #EFAChat

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#EFAChat Q9: Related, what rules do you establish to keep work from interfering with your vacation time once you're on vacation?

Lucy Spencer @spencerproofs

#EFAchat A8: It depends. My husband once had to get on a conf call on a Florida beach, so I kept busy with my own work! Good times.

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#EFAChat Q10: Back to the planning stage, do you ever ask for extensions, or do you always get your work done in advance of your vacation?

Georganna Hancock @glhancock

@EFAFreelancers A9 No rules! I just keep in mind I'm on vacation and do what I want. #EFAChat

Lucy Spencer @spencerproofs

#EFAchat A10: It depends on the project. I've negotiated both scenarios.

Dave Gardner, Editor @fanihiman95376

RT @EFAFreelancers: #EFAChat Put differently, do you only respond to emergencies, or do you devote some small fraction of your time to work?

EFA International @efafreelancers

Well, it's time to end today's #EFAChat. The written transcript will end here. Thanks for participating! See you next time.