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DIY Business Refocus Retreat

Need a work retreat but unable to leave your home?

This guide will help you set yourself up for success.

From one busy business owner to another.



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Co-Founder, Managing Partner
HerHideaways



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recommended frequency

monthly or quarterly



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The Preliminary Work



DIY

Business

Refocus Retreat

Step 1: Create a Trello board or physical/virtual folder labeled "Biz Retreat". Add a tab or page for: resources, links, and songs. You will be continuously adding to it until your retreat.

Step 2: Determine your date(s). Add it to your online and physical calendars. In those calendars also block an hour off the night before the retreat date.

Step 3: Start conversations to coordinate others schedules for minimal distractions (get family members out of the house, tell team members you will be MIA, inform your daily personal contacts to DND)

Step 4: Craft your OOO (out of office) response but dont set it up yet.



Say it with me:

*” Prior Proper Planning
Prevents Poor Performance ”*



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Get Yourself Up for Success

- ✓ **Determine the space where you will work.**
I recommend choosing a spot different than your normal workspace.
- ✓ **Get your SPACE set up the night before.**
Suggested toolkit: white board + 3 different color markers, notepad, post it notes, blank calendar print up(s) for the next month or quarter, blank paper, photos/art/vision board, laptop/phone/tablet chargers, wireless speaker.
- ✓ **Get your SELF set up the night before.**
Set your coffee maker up and schedule the timer. Put a thermos and water bottle next to the coffee pot. Prepare your meals and snacks. Determine and set out your outfit.

Sample Schedule

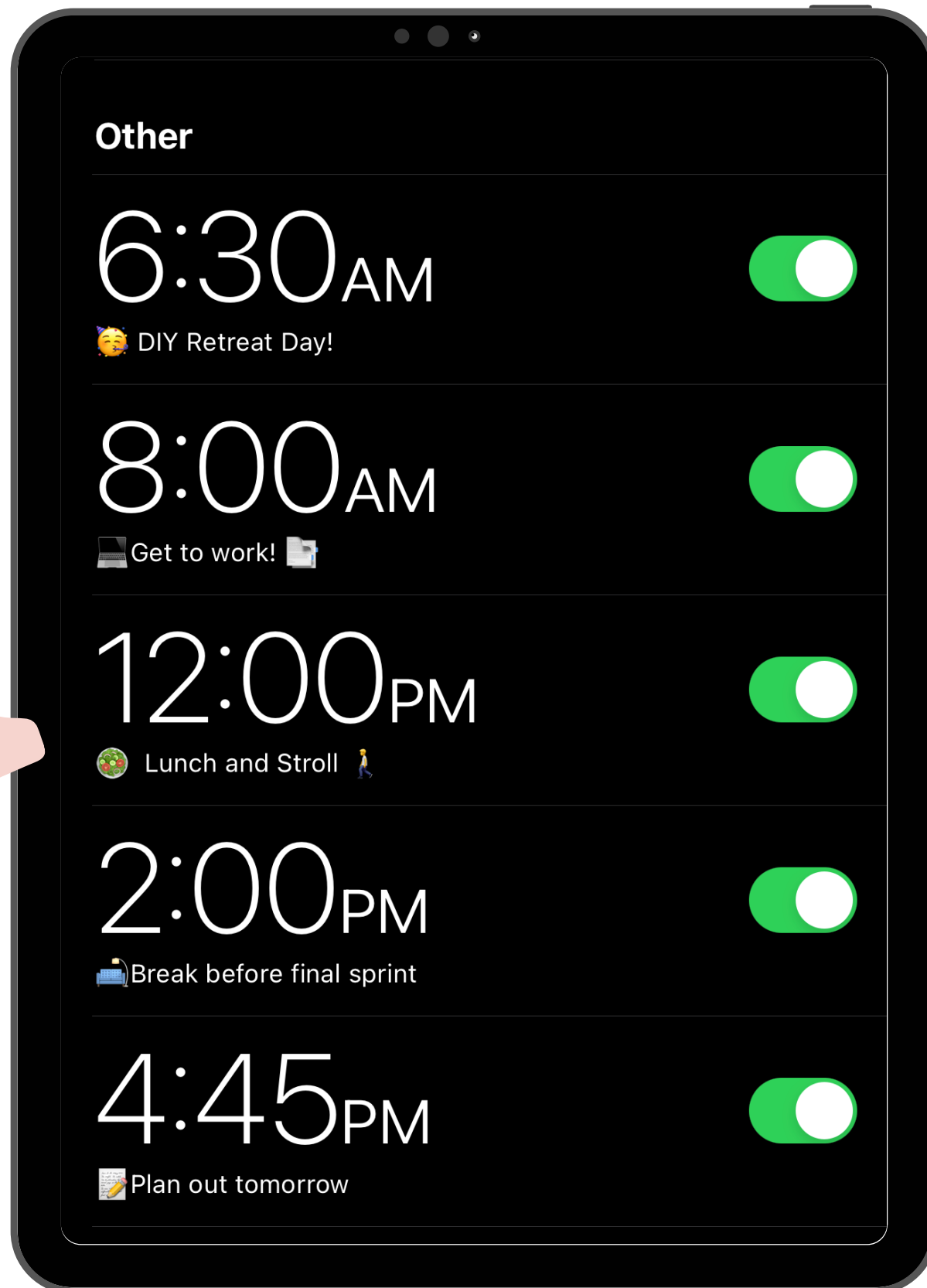
- Start with: *distraction discharge. Get a blank sheet of paper, set alarm for 15 minutes, and rapid-fire bullet style write any personal to-do's down*
- Followed by: *deep dive into what worked and what didn't during the last month or quarter*
- Ok, time to turn on your soundtrack and dance it out, do a guided meditation, or give yourself some breath work
- Now: *write out what are you taking into the next month/quarter? What are you adding, tweaking, and removing.*
- Where is the money? *Make a list of clients, referral partners, and customers on the fence to reach out to*
- Break time: *eat the lunch you prepped last night, take a stroll around the block, do a mindfulness practice.*
- After lunch: *Follow up is queen. All of the people from your list above, reach out to them. Record a Loom or Send Spark, write an email or mail a card.*
- End with: *set your calendar up for the next day.*



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More prep work



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**“Almost everything will
work again if you unplug it
for a few minutes,
including you.”**

-Anne Lamott

Prefer a Done For You

Refocus Retreat



**Have HerHideaways
host a custom
curated self-care
solo Refocus Retreat
for you 20 miles from
DC.**

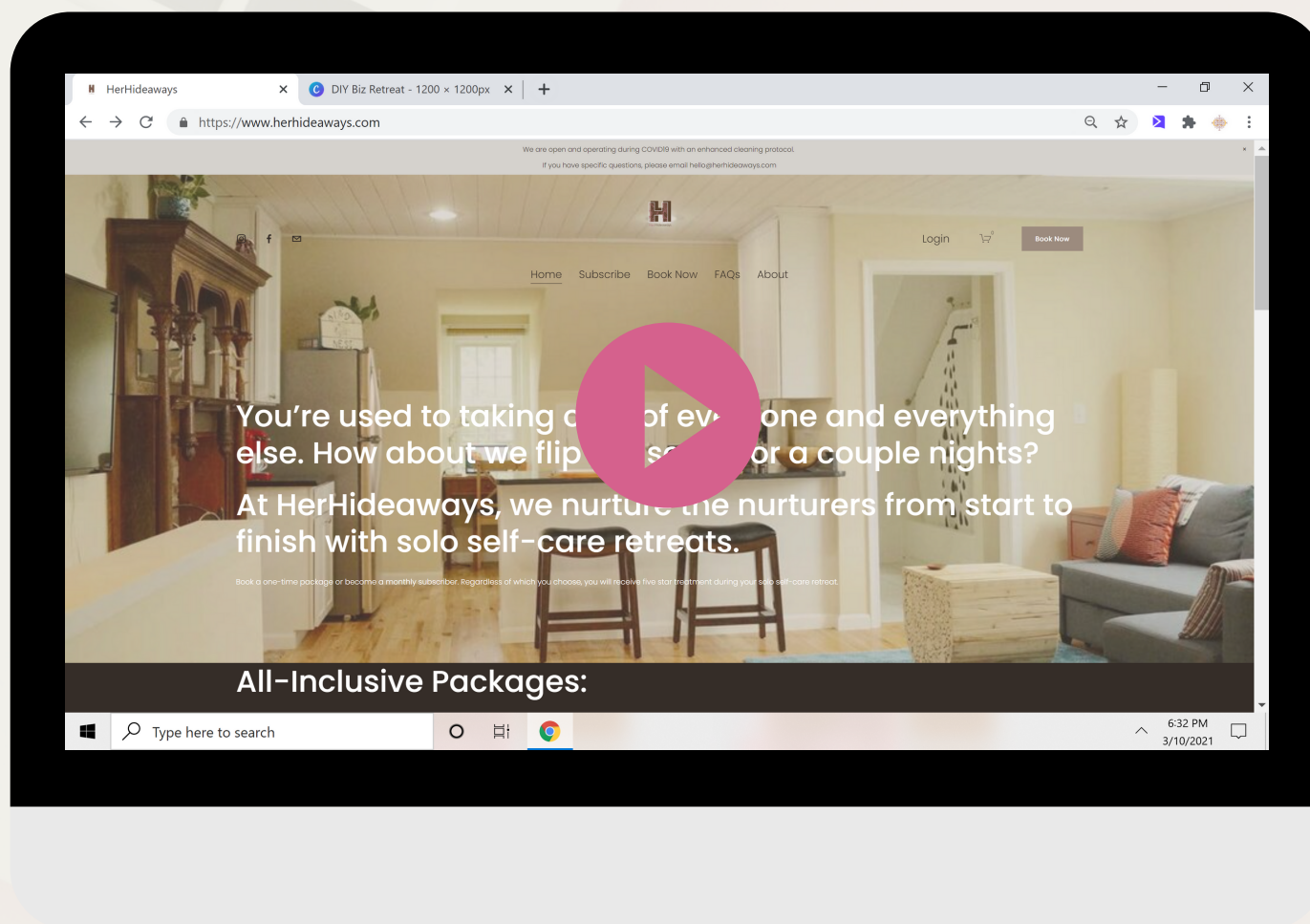
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