

# TAKE TIME OFF

*reference*



BONUS: FIND YOUR IDEAL SALARY

# what

This is a reference for taking time off. It takes you through questions and prompts to help you strategize and plan your days for you. Listen to the accompanying podcast episode to support your understanding of the importance of taking time off. You can find it here:

# why

It is necessary and needed to take time off. We can't do it all and our bodies and minds deserve rest. It's much better to take time off when we are well than just when we are sick. Too often we focus solely on our clients. Spending the time to pick days off is a display of your care for yourself.

# how

Spend some time reflecting on what you need to be the best version of yourself. It might mean advocating for more time or money. Pondering the questions on the following pages may help you to more accurately assess the time you need.

# questions to ask

## How much time off are you allotted?

It's hard to give an average because every workplace is different and each country has their own standards for paid time off. The United States, no surprise, is the worst when it comes to paid time off, with no guarantees or requirements. That's more of a reason to advocate for what you need!

On average, a worker in the US gets the following:

**11 days of paid vacation per year**

**8 days of sick leave per year**

**11 annual paid holidays**

<https://www.forbes.com/advisor/business/pto-statistics/>

That means **30 days, or one whole month, of time off** in some form.

If you work for a company, make sure you know and plan your time off. Check in with the Human Resources department if you aren't sure!

If you are a business owner, you get to decide how much time off you get based on your income/savings (more on that later), but I suggest starting at least with the average.

## How much time off are you allotted?

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# When would you like to take off?

Usually we have a feeling around the month we need some extra rest. Take this into account when thinking about your time off. Alternatively, you can spread your time off evenly throughout the year.

Examples:

every 3 months take off a few days in a row

every month take off 1 day and 2 weeks in the summer

You can always follow a school calendar - spring, summer, and winter breaks.

For those of us who are self-employed - DON'T FORGET TO TAKE OFF NATIONAL HOLIDAYS. I have been there too many times where all of my friends and family members have off for a holiday and I totally forgot it was a thing and I was stuck working.

## When would you like to take off?



# for the business owner

## How much money to make for time off

As business owners, we are completely in charge of our schedule, our time off, our peace of mind. We owe it to ourselves to set this up well so that we can do the best work while also caring for our tender hearts and tired bodies.

Here's how to figure it out - **finding our ideal salary**.

Start with how much money you need to earn to cover all of your expenses - you can think of it in terms of salary for the year or income each month or week.

Eg, my rent is \$1500 and my additional expenses are \$1000 each month. \$2500 is what I need each month (yearly that would be \$30,000), divide that by 4 to get the weekly number (\$625), and divide that by 5 (if you want to work 5 days a week) to get the daily number (\$125)

## Money required each year/month/week/day

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Then think about how much time you want off per year/month.  
Pro tip: add on a few extra mental health days, sick days, and admin days (client free work days).

Eg, I want 30 days off plus 5 sick days, 5 mental health days, 5 admin days (45 total).

## Amount of time off I need yearly/monthly

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# my ideal salary

Take the amount of time off (in days) and multiply it by the money required each day. Add this number to the first one above to get your total for the year based on the time you want to take off.

Eg, \$125/day X 45 days-off/year = \$5625. In this example the number would be \$35,625

## Amount of money I actually need to make

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From there, you can take that number and figure out how many sessions you need to work in a month, week, or day and what you'd want to charge for your sessions in order to make that number.

It's all a big experiment to see how much time you want and how much money you need to make. Play around with these equations by changing the number of days you want to work each week or the amount of time off to find your numbers!

**Rent:**

**Expenses:**

**Total Monthly:**

**Total Yearly (monthly x 12):**

**Total Weekly (monthly / 4):**

**Total Daily Amount (weekly / 5):**

**Total Days off:**

**Additional Money (Days off x Daily amount):**

**Total Yearly + Additional =**

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*amount of money I actually need to make per year*

# you deserve time off

## When will you take the time?

I always get caught up in doing the next thing or finishing my never-ending laundry list of items to do. Something like this reference is only as effective as the time we put into it. If you haven't already, set aside a couple hours this week to go through this. Feel free to send me a message on Instagram if you need some accountability - I know how it is! See you over there @kimberlyjanebest.



# more support

## podcast

I've had so much difficulty in the profession of music therapy, to the point where I wanted to walk away from this work on so many occasions. But the beautiful experiences within music therapy kept me here. I can't deny the magical, musical moments with clients and that's something I can't see myself trading for another job.

Thinking of what I've been through, I know so many other music therapists have experienced similar heartache and burnout. Because of that, I have felt the pull to provide an open space to share honestly and support one another through the highs and lows.

Not Your Average Music Therapist is a podcast that is near and dear to my heart. Some music therapists have even called it a type of supervision for themselves. If you feel so inclined, give it a listen.

P.S. there is an episode all about taking time off.



**LISTEN ON SPOTIFY**



connect on instagram  
@musictherapistpod



I can't let you go before mention some other items that I think would be helpful for you on your journey through your career.

## **coaching/supervision**

I've been in the profession of music therapy for a good amount of time, started not one but two businesses, and worked with clients throughout the span of life (specializing in work with older adults, caregivers, dementia, and end of life). I know sometimes all we need is a listening ear and supportive presence. I'd be honored to be that for you if it feels right.

I have a paid coaching/supervision option, as well as a pr-bono (FREE) option. For real, it's free. I know how hard it is to get the support you need when money is tight. As my schedule allows, I take on pro-bono calls.

## **behind the scenes**

I set up a fun place where you can see what's going on as I create products and figure out this business AND get fun perks! My favorite is "pen-pals" where you get a letter in the mail from me each month. Check it out at [patreon.com/kimbest](https://patreon.com/kimbest).

## **resources + products**

Music therapy inspired t-shirts, stickers, washi tape, basic business spreadsheets, student to professional outline, and a full blog all for you! Check it out at [kimbest.com](https://kimbest.com).

*I hope this 'take time off reference' has been helpful for you!*

*Sending you my love.*

*Kim*