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**DON'T** show up at the office for business as usual at 9:00 a.m. on your first day back home. Take it easy; get over your jet-lag and, if you begin to chafe at the bit, spend the time at home sorting out business cards and organizing lists of people to whom you should send follow-up letters. A few words jotted on the back of each business card describing the follow-up action required and perhaps a draft of a general follow-up letter will keep your secretary busy while you clear the backlog of items that piled up during your absence.

**DO** write to the trade commissioner(s) you met on your visit. Let them know how your meetings went, who your agent is (if you appointed one) and what your future plans are. If you need any additional assistance or information, now's the time to ask for it. Keeping the trade commissioners fully in the picture lets them know you are serious and they can be on the look-out for other sales leads and opportunities for you.