

Preparing to be Out of the Office on Vacation

Pre-Planning

On your calendar, set aside a couple of hours at least two weeks before you'll be out of the office. Bonus points if you add this to your calendar at the time you add your vacation to your calendar.

Looking Ahead

Work backwards. Look at your calendar for the two weeks *after you return* from vacation. The two weeks after vacation, what do your workweeks look like? What kind of projects and meetings are on your plate at that time?

Two Weeks after Vacation

My week looks:	typical	lighter than usual	more full than usual
List of standing meetings I need to prepare for			
List of other meetings I need to prepare for			
List of projects or issues that will be on my plate			
Other notes			

One week after Vacation

My week looks:	typical	lighter than usual	more full than usual
List of standing meetings I need to prepare for			
List of other meetings I need to prepare for			
List of projects or issues that will be on my plate			
Other notes			

Meetings

Do you have any meetings the two days before you leave for vacation? Yes No	
If so, can they be moved to earlier in the week or after you return? Record them on the blank checklist.	If not, good! Try not to schedule any.
Do you have any meetings the two days after you return from vacation? Yes No	
If so, can they be moved to later in the week? Record them on the blank checklist.	If not, good! Try not to schedule any.

Priorities

Think through the things that absolutely must happen before you leave the office for vacation, things that must happen while you are out, and things that must be done immediately upon return.

Must Happen Before Vacation

Must Happen While I'm Gone (or Must NOT Happen)

Must Happen Immediately Upon Return

Jot down some thoughts for each of the following questions. If you come up with a specific task, record it on the blank checklist on the last page of this document.

1. What will be going on for your team, projects, etc. while you are gone?

2. What decisions or projects are you worried about in your absence?

3. For each issue you identified in question 2, complete the following sentence: "I would feel better if I knew _____ would/wouldn't happen while I was gone."

4. Use the insight you gained in question 3 to assist you when you delegate and leave instructions/guidance for others to follow in your absence.

To-Do Two Weeks before Your Vacation

- Reschedule applicable meetings from the end of the week before your vacation, vacation week and the early part of return week 1.
- Notify/remind relevant leadership, staff, or colleagues that you'll be out of the office a couple of weeks from now.
- Work through the other tasks you've identified on the last page of this worksheet.

To-Do One Week before Your Vacation

- Work through the remaining pre-trip tasks you've identified on the last page of this worksheet.
- Set up your email triage folders and make note for the rules for each.
- Record your out-of-office phone announcement but don't turn it on.

Exit Tasks

- Turn on your out-of-office email notification (3 hours before close of business).
- Turn on your out-of-office phone announcement (3 hours before close of business).
- Set the rules for each of your email triage folders.

Re-Entry Tasks

- Turn off your out-of-office email notification, unless you have automatically set it to expire.
- Turn off your out-of-office phone announcement, unless you have automatically set it to expire.
- Send emails to relevant parties asking if there is anything that is a priority for your attention today.
- Turn off your email triage folders rules.
- Take a deep breath.
- Triage your email.
 - Stop every 10 minutes and when you complete a folder to stretch and take a deep breath.
- Triage your phone messages.
 - Stop every 5 messages to stretch and take a deep breath.
- Review your checklist tasks.
- Other

Additional To-Do Items

Before I Leave

- | | |
|--------------------------------|--------------------------------|
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |

When I Return

- | | |
|--------------------------------|--------------------------------|
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |



BeBurnoutProof.com

© 2016 Ardent Acumen LLC

