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VACATION CHECKLIST

Getting time away fosters creativity and reduces burn-out. Take advantage.
But how do you do that successfully?

☐ Plan your vacation at least a month ahead. Poorly planned or stressful vacations eliminate the benefits of getting away from work.

☐ Before booking a vacation discuss your plans with those you are working with, discuss whether they foresee any roadblocks.

☐ Schedule a "quiet" day before you leave so that you can take care of the unexpected.

☐ Create a "Things That Can Wait" list, so that you are not trying to do absolutely everything before you go. Discuss this with the Partners you are working with, they may identify other tasks that can go on this list.

☐ Think through tasks that need to be done while you are away. Can any of them be delegated?

☐ Don't get caught in the trap of "I'll just get this one little thing done" while you are away. Better to take care of those before you go.

☐ Set an Out of Office message on your email and phone with instructions on who to contact in your absence and when you will be back.

☐ Make sure your assistant knows what constitutes an "emergency", how to contact you and what times you will be available.

☐ Pre-schedule "check-in" times to call in and review the work you have delegated.

☐ Don't schedule any meetings on your first day back in the office, leave time to catch-up when you return.

Supporting your employees to take vacation time helps retain good employees.

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