



Planning for Vacation

Getting ready to leave for a vacation, and coming back to work after vacation are usually very stressful. Sometimes you feel like you need a vacation after your vacation just to catch up. In this episode, we cover some tips for how to productively manage the time leading up to your vacation and the day you return from vacation.

2 weeks before your vacation

1. Add an out of office notification to your signature
2. Review your calendar for the time you are away. Make a list of any deliverables that you need to prepare during your absence.
3. Block time on your calendar over the next 2 weeks to give yourself time to prepare everything on your list. For example, if you have a meeting where you are responsible for preparing a presenting a slide, you would block time on your calendar to both prepare the slide and make arrangements for someone else to present the slide at the meeting.
4. Block an Inservice Day, or half day for the day before you leave and the day your return.
5. If you have the type of job where someone will be covering for you while you are out of office, block time on the calendar for a meeting with them to manage the transition. You should block time for before you leave and when you return.

1 week before you leave

1. Say no to any new request that comes your way
2. Be extra diligent about your priorities. You've got a hard stop at the end of the week, and

Inservice Day

Mark your calendar as if you are out of office, even though you are working. This will give you an uninterrupted day to get things done.