



Pointers for getting office ready for your well earned holiday

1. Like the bikini diet, it's all in the preparation – once the holiday is in the diary, start planning what will need doing. If it helps, have a Holiday “To Do” list.
2. Block out your diary for the first day back to allow yourself some time to catch up.
3. If vaccinations are needed, diarise this in good time in your calendar.
4. Tell your main clients/customers that you'll be away and when you'll be back.
5. Give them the contact details of the person who can help them in your absence.
6. Update your colleagues who'll be handling your workload anything specific that may need to be dealt with.
7. Look ahead in the calendar to what is happening immediately on your return. Do you need to prepare anything before you go so you are ready to hit the ground running?
8. Task Lists – if you have a list of tasks that are likely to occur whilst you are away, do these in advance, or kick on to when you come back.
9. Leave clear, concise and informative notes on anything that may occur whilst you are away. Tell whoever needs to know where to find the information!
10. Don't fret about someone else doing your job better than you! No one is indispensable, but if you can give your colleagues and clients sufficient information to cope when you're away, they'll appreciate you all the more when you get back.
11. No one likes to have to “muddle through” in your absence. It won't make you valued, it will make you unpopular!
12. Change your answerphone message and your mobile – make sure it's clear and not muffled



13. Out of office (OoO) – set up your out of office and make sure it works – you really don't want to be checking this as you trying to get out the door. Many OoO systems allow you to pre-programme your message to come on at a certain date and certain time.

a) Outlook

<https://support.microsoft.com/en-us/kb/290846>

b) Gmail

[http://email.about.com/od/gmailtips/qt/Set Up an Out of Office Vacation Auto Response in Gmail.htm](http://email.about.com/od/gmailtips/qt/Set-Up-an-Out-of-Office-Vacation-Auto-Response-in-Gmail.htm)

14. Don't forget to disable it on your return. Nothing says poor planning more than an old Out of Office message that is days, weeks (or even months) out of date!

15. If using your mobile abroad, check roaming charges etc so you know what costs you may incur.

16. Don't leave your passport in the office drawer!

17. You've earned your break – don't feel guilty for not checking emails/texts or social media.

18. For those who are self employed and need to keep in touch, give yourself an hour a day to answer anything urgent. Whatever can wait, do a holding reply.

19. If you think contact may be difficult due to location, warn people in advance it may take a while to respond. They'll know you're not ignoring them.

20. Be mindful of what you post on Facebook etc. That Ibiza beach party may come back to haunt you!

Enjoy your well earned break and come back refreshed and invigorated