



Work Vacation Checklist

- Reschedule any recurring meeting(s)
- Turn on your out of office reply
- Send an update email to your key stakeholders
- Clear your work desk
- Block your vacation time on your calendar
- Inform others on the team of your time away
- Review project due dates
- Delegate ongoing meeting invites to someone else on your team
- Reserve the first two hours you're back
- Turn off work email on your phone!
- Set expectations for how you can be reached in case of an emergency
- Stop responding to emails an hour before you leave the office

