



VACATION CHECKLIST

1. FIRST THINGS FIRST

- Plan holidays around "seasonality" of your work. *You get less holiday stress if you plan longer trips in less busy periods, and weekends away in busier times.*
- Plan different holidays for different needs. *Family holidays with children, group holidays with friends are fantastic, but every couple can benefit from a holiday alone with just the two of them..*
- Even people who have just started their own business need a holiday once in a while, long weekends are the best option in the beginning. *This way you learn how replaceable you are and how unpredictable your work can be.*
- Be aware of holiday plans of your right hand and of your team. *Planning holidays should never lead to fights or stress.*

2. BEFORE THE VACATION

- Reduce the chance of surprises. *Inform your customers 2 weeks before your holiday. 1 week before holidays: make a work hand-over and have it discussed with the person who is going to take over your tasks. Sometimes it is a good idea to have your tasks carried out by the other person in advance so that you can evaluate the progress a week (or a few days) before your holiday starts.*
- Make a "This can wait" list. *Make a week before you leave a list of what you can leave until after the holiday. This for sure will be a longer list than we expected. That brings more peace of mind than " must do " lists.*
- Reserve a 'quiet' pre-holiday day. *Don't schedule any important conversations or meetings on the last day before your holiday. We tend to keep thinking about such conversations days after they took place.*

- Make a decision how reachable you want to be during your holiday and inform your colleagues . *If you and your colleagues know if and when you read your mail or listen to voicemail, for example, it will give you more peace of mind.*
- Set up force-major rules. *Think about possible force-major situations and scenarios to deal with them.*
- Do more. *A few days before holiday are usually very productive because of extra focus - take advantage of that!*

3. DURING VACATION

- Don't fall into " just finish that" trap. *Working longer days before vacation is always better than not being able to let go of work during the vacation. If not working at all is not an option, determine how much time you need for it (never more than 50%) and stick to it.*
- Do you need a different work flow? *Think about that after the vacation. Do you spend too much time thinking about your work during the vacation? That may mean that you need to do something about the work flow. But that's something you should think about after the vacation.*
- Enjoy!

4. AFTER VACATION

- Plan a "quiet" post-holiday day. *Don't plan any important conversations and meetings the first day after your vacation to get back in without stress. Look at the e-mails in your mailbox and at the papers on your desk through a **3D**-glasses: **Do** it, **Delegate** it, **Dump** it.*
- Set a check-in day. *Schedule the necessary meetings and appointments to be able to make an evaluation of how the takeover of your duties has gone.*
- Give feedback. *Even if you already knew while on holiday that your tasks were not being carried out properly, deal with it after the vacation..*
- Make a holiday checklist. *Create your own list of ideas and comments that will help you plan your next holiday even better.*
- Go full steam ahead! *Going on holiday is a break from daily routine and a perfect opportunity to come up with new productive ideas. Take advantage of that!*