

# Preparation Makes Time Off Less Stressful

**Problem:** Worried about your office running smoothly while you're away.

- Solutions**
- Make a team schedule for who will be staffing the phones.
  - Clear your desk of all papers and finish task-list items.
  - Review emergency protocols with the team in advance.
  - Set performance expectations during vacation hours.
  - Update all calendars, notes, and files.

**Problem:** You don't want to be bothered but you don't want to miss important information.

- Solutions**
- Make it very clear that at no time are you to be contacted unless there is an emergency.
  - Create an opportunity for the team to update you via Google Drive and Google Calendar.
  - Each team member can have an open document in the drive to update you on their department.
  - Consider using Dropbox for any pictures, videos, or saved documents that are time-sensitive.
  - Set boundaries for yourself and commit to only viewing updates at certain times each day or at exact points of your vacation.

**Problem:** Anxious that you'll be overwhelmed upon returning to the office.

- Solutions**
- Make a to-do list of any tasks you want your team to complete upon your return.
  - Try to avoid important meetings or presentations the week you get back in the office.
  - Review emails, missed calls & urgent requests first thing on the morning of your return.
  - Don't try to complete all the work you missed on the first day you get back.
  - Set a longer morning huddle your first morning back for further updates, review of task lists, celebrate goals, and share stories with the team



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**JB Partners, LLC**  
904.420.0434  
[JBPartners.com](https://www.jbpartners.com)  
[info@jbpartners.com](mailto:info@jbpartners.com)