

Set These 5 Boundaries Before You Go on Vacation

[Link](#)

Síntesis

How do you detach from work during your vacation to achieve all these benefits? Follow these steps:

Provide a plan

Prepare this plan in a document, especially if you're taking a long vacation. Who is the emergency contact for which issues? Who will make sure all deliverables will be completed?

Calendar your time off

This will allow them to prepare for you being unreachable and communicate any needs prior to your departure.

Send pre-notices for standing meetings

This shows you're responsible to your partners and gives you an opportunity to inform them that you won't be available or present.

Maximize your out-of-office notification

The out-of-office notification should state that you'll have no access to email and will not be reachable until you return on [X] date.

Send a final reminder

Send an email to your manager, team members, and cross-functional stakeholders letting them know when you'll be on vacation and the date you'll return.

Comentario

Time management is a skill I'm trying to work on, and this includes giving as much priority to rest as to work. So, even though I don't have that much experience working, I relate with the fact of not being able to let go my activities when on vacation. That has turned out to be a tiring situation.

Undoubtedly, a good and recommended read.