# Maximize Your Vacation

##### Maximize the benefits of your vacation and minimize the risk of post-vacation blues by following these **Top 10 Vacation Tips**:

* **Try to tie off as many loose ends as possible before starting your vacation.** This will allow you to feel a sense of closure when leaving work.
* **Have a to-do list ready for your return.** Preparing such a list on your last day of work before a vacation will help you feel relaxed on your holiday. It will also ensure you’re already organized upon your return and get you started on the right foot.
* **Use whatever vacation time you are entitled to each year.** We all need time to recharge and taking regular vacations will help ensure you don’t get exhausted or feel burned out. This is especially true if you’re dealing with significant stress at work or home.
* Enjoy your vacation as much as you can.
* **If you must be in contact with work while away, restrict the time you are available.** You can schedule specific times you will be available. Avoid making yourself available any time during vacation as this will diminish the benefits of taking a break.
* **Set realistic expectations for your vacation.** For example, expect to enjoy sleeping in.
* **If possible, allow for transition time before and after your vacation.** It enables you to ease back into your routine more easily once you return to work.
* **Check your messages during this transition time before returning to work.** This will ensure you don’t feel bombarded once you do.
* **Be in the moment while on vacation.** Avoid thinking about the responsibilities that await you at work or home.
* **Plan your vacations in advance to ensure you enjoy the anticipation and excitement.** Spontaneous or last-minute holidays don’t allow as much time for these positive feelings.
* **To avoid the post-vacation blues, start thinking about your next vacation once you return to work.** Having something to look forward to can many almost any situation easier. And now: Enjoy your vacation!