

The DIY Out of office Checklist



Introduction

It's summertime, and many employees are taking their well deserved holidays, but leaving the office and disconnecting from work is not an easy task. Many employees are wondering what will happen once they leave, will the project continue? What about the customers? Who is going to solve the issues? And more importantly, what will happen when they go back?

To help you and your teams enjoy the holidays and the period after, we have created this checklist with the 10 most important things you should prepare before leaving the office for your holidays.

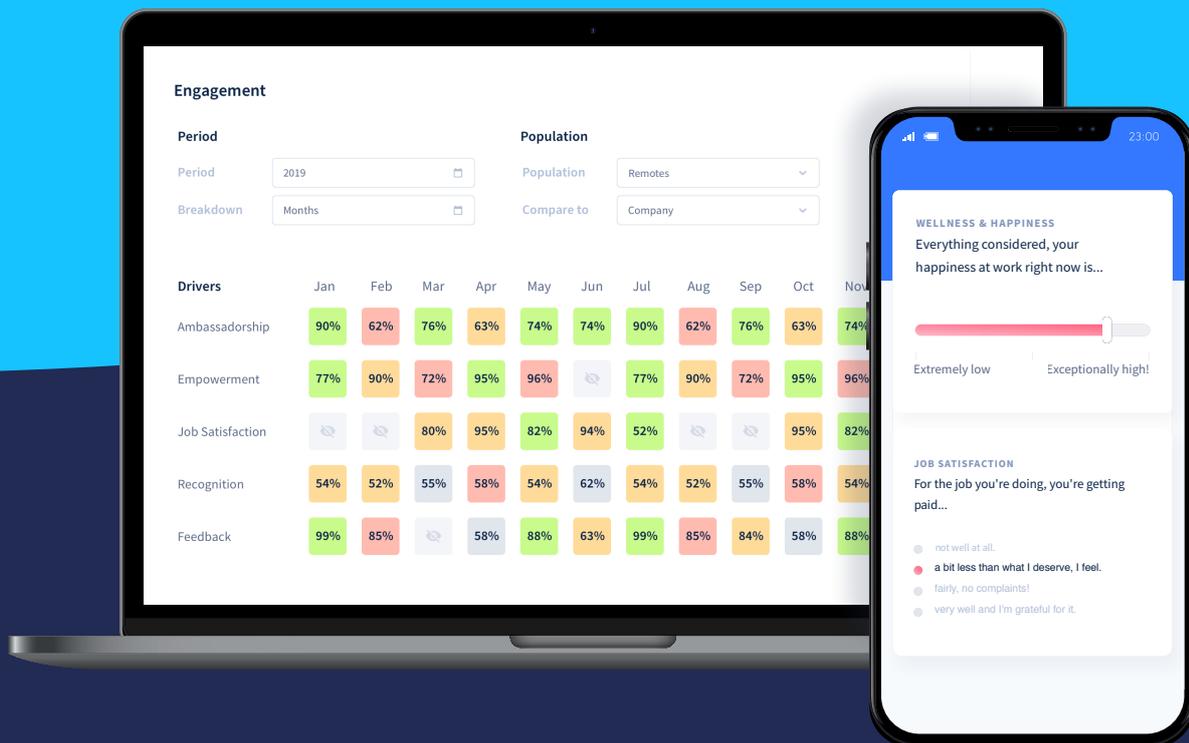
The checklist

- Set your out of office auto responder message.
- Communicate the main deliverables during this time.
- Communicate main risks or issues that are currently on the table and might need watching.
- Communicate all deadlines coming up.
- Specify where your team members can find information about the project.
- Write down all all major decisions that should be taken during this time, if any, and what your recommendation would be.
- Ask colleagues what they need from you before you leave.
- Notify or send a reminder to your team and manager about your holidays.
- Notify your customers and other stakeholders (providers, partners) of your holiday period. If needed, communicate who the contact person is.
- Write a to do list of things that are essential for when you come back.

Person in charge

Stay on top of your workforce's engagement.

Detect engagement drops and prevent issues by sending out small and frequent surveys about your chosen topics.



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