

# *Out-of-Office Prep* Checklist

## **Inform Your Team & Supervisor**

- Communicate your absence early to give everyone enough notice.
- Discuss how your tasks will be managed during your time off.

## **Delegate Tasks & Responsibilities**

- Identify ongoing projects that will need attention.
- Assign specific tasks to team members, clarifying their roles and deadlines.

## **Setup Out-of-Office Email Auto-Responder**

- Craft an informative message stating your absence dates and return date.
- Provide contact information for the person handling urgent matters in your absence.

## **Review Upcoming Deadlines**

- Identify critical tasks that need completion before you leave.
- Inform clients and collaborators if there will be a delay in work.

## **Create a Handover Document**

- Detail key points needed for anyone covering your duties.

## **Secure Your Work Area**

- Lock away confidential documents securely.



# *Out-of-Office Holiday Message* template

Hi there,

Thanks for reaching out! I'm currently out of the office, fully immersed in the joy and festivities of the holiday season. During this special time, I'm prioritizing time to recharge and connect with loved ones, and will not be checking emails.

If your matter is urgent and can't wait until my return on [Return Date], please contact:

- [Name/Role]: [Alternate Contact Name] at [Alternate Contact Email] or [Phone Number]
- [Name/Role]: [Alternate Contact Name] at [Alternate Contact Email] or [Phone Number]

Thank you for understanding, and wishing you a joyous holiday filled with peace and laughter. I'll get back to you as soon as possible in the new year.

Warm holiday wishes,  
[Your Name]

