

Planning for Time Off

Go through these questions and complete the checklist to make sure you capture everything you need to do before you turn on your out-of-office notifications.

Set expectations with your people

How long will you be off?

From _____ To _____ Returning _____

Alternate Contact _____ Info _____

What boundaries do you want to set for your time off?

Define the parameters for your availability for each group and how they can reach you.

	Full availability	Limited availability	No availability
Clients			
Prospects			
Other contacts			
Your team			
Emergencies			

Marketing your business while away

What level of activity do you plan to have? (no change, reduced, none)

How much content do you need to plan and schedule for the time you're off?

Are there automations you need to pause or monitor while away? Make a list.

Planning for Time Off

Get ready to go

- Set your out-of-office message
- Add a note about your time away to your email signature
- Assign alternate contact
- Update your calendar with your time off
- Send an email to active clients/collaborators
- Focus on moving forward/completing high priority items
- Delegate anything you can to others
- Start a "when I'm back list" to use day one when you return
- Clean and organize your workspace before you leave
- Send out invoices or reminders for outstanding receivables
- Pay any invoices that have come in before you leave
- Pack what you need based on what you can do while away

Time off is good for you.

You aren't lazy for getting rested and you'll come back energized and ready to go.

Maintain the boundaries you set, especially if you plan to have some availability.

When I'm back priorities

- Make a fresh list of items to prioritize
- Check emails and flag priority items to address
- Check voicemails and respond as needed
- Look for messages on your social accounts
- Breathe! You've got this.

Planning for Time Off

Out-of-Office Email

No Availability, Alternate Contact

Happy Holidays!

I will be out of the office from _____
to _____, returning on
_____.

If you need immediate assistance while I'm away,
please contact _____ at
_____.

Otherwise, I will respond to your emails as soon as
possible after I return to the office.

Thank you,
[your name]

Limited Availability, No Alternate Contact

Happy Holidays!

Thank you for your email. I will be out of the office
from _____ to _____,
returning to the office on _____.

I have limited access to email, and will do my best
respond to you. If I'm unable to reply while I'm away,
I'll be in touch as soon as possible when I return.

Thank you,
[your name]

No Availability, No Alternate Contact

Happy Holidays!

Thank you for your email. I will be out of the office
from _____ to _____,
returning to the office on _____.

I don't have access to email, so I will respond as soon
as possible when I'm back.

Thank you,
[your name]



Planning for Time Off

Out-of-Office Voicemail

No Availability, Alternate Contact

Hi, you've reached _____. I will be out of the office from _____ to _____, returning on _____.

If you need urgent assistance, please call _____ at _____.

For everything else, please leave a message with your name, number, and a brief description. I'll return your call as soon as I'm back.

Happy Holidays!

Limited Availability, No Alternate Contact

Hi, you've reached _____. I will be out of the office from _____ to _____, returning on _____.

I have limited access to voicemail. If you'd like to leave a message, I'll return your call as soon as I'm back.

Happy Holidays!

No Availability, No Alternate Contact

Hi, you've reached _____. I will be out of the office from _____ to _____, returning on _____.

Please leave a message with your name, number, and a brief description, and I'll return your call as soon as I'm back.

Happy Holidays!





Bring out the magnificent marketer in you

The Magnificent Marketers Club is designed to give you the support you need to use the power of marketing to grow your business – in a collaborative community of your peers!



Connect with others and your inner creative genius.



Learn more about the impact marketing can have on your business.



Grow your knowledge, network, and your business.

What's included?

All members get 24/7 access to our private online community (and it's not on Facebook, so no need to worry about distractions).

Content Prompts Library

Get a dose of inspiration, along with some guidance from the growing library of prompts to search and use whenever you need some Inspiration.

Monthly AMA About Marketing Sessions

Got questions about marketing your business? Need advice about a specific problem? You ask. I'll answer. Everyone can learn together and offer advice and experience in these sessions!

Monthly Content Jam Sessions

This is a 2-hour co-work session focused on moving forward on all things marketing-related (or whatever is a priority for you). Write a blog post, plan your social posts, or whatever is your highest priority.

Learn more and join: www.karencwilson.me/club



Karen Wilson

Marketing & Business Strategist
and creator of the
Magnificent Marketers Club

I created this club out of a desire to give other business owners something I wish I'd had when I started – an affordable and safe place to go when I had questions about what to do next! It's based on the concept of radical generosity, something I believe we need more of in the world, especially in business.



Karen C. Wilson
CONSULTING