

Tips, Insights & Tactics

7 Ways to Keep Business Running While On Vacation

Vacations should be enjoyable but sometimes concerns about work can stand in the way of that. Finding creative ways to make sure things don't come to a halt while you're gone is important for business owners, managers and individual contributors alike.



Balancing Business and Pleasure

With only a month left in the prime summer vacation season, your thoughts may be turning to those last-minute summer getaways.

If worries about lost productivity, a backlog of work upon your return or the need to work too much while gone put the kibosh on these ideas, stop for a moment. Instead of losing out on a well-deserved break from work, consider how you can address these problems.

Following are some tips that help keep business working, let you disconnect and also facilitate remote contact when needed.

Make a List

Perhaps the best place to start when planning to be out of the office is by taking inventory of your current projects, tasks or activities. Create a list outlining the high-level points of each item, any schedules or deadlines and the contact information for others working on them with you.

A list can be helpful to you on a daily basis even when vacation is not imminent. Once this is set up, you can manage your job every day and be ready to get away at a moment's notice

Delegate and Communicate

For each item on your list, identify a responsible point person. Then, communicate that to the broader team and make sure all parties have each other's contact information.

Leverage the Out of Office Message

Email clients deliver messages to anyone who sends you a new email. In addition to stating the dates you are out, indicate who is filling in for you. This helps others keep work moving while you're out.

Manage Your Calendar

Along with setting up your autoreply email, be sure to block out your calendar so that colleagues who can view it will not schedule meetings during that time.

Similarly, it is wise to set aside a bit of time on your first day back to get caught up on all of your projects, tasks and communications.

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Organize Your Files

You may well reference both physical and electronic files for your job. When preparing your projects for someone else to temporarily take over, it is advised to put them all into electronic format. It standardizes the experience and consolidates things into one place.

Technologies like Xerox® ConnectKey® for SharePoint® or Xerox® Scan to PC Desktop make this easier than ever before. You can scan paper documents from your Xerox® printer and save them to a SharePoint®, local PC, server or the cloud.

Utilize Call Forwarding

Let's face it—sometimes you do need to be reachable even when on vacation. Forward office calls to your cell phone and let caller ID help you filter and decide which calls you actually need to answer.

If you only need to be available for select people or projects, let those people have your contact information so they can call you directly.

Something for Everyone

When on vacation, you don't want to end up working from your hotel room while your family has all the fun without you. You have worked hard and deserve time to disconnect and recharge. Doing this can help you come back to work more energized than before you went away.

On the flip side, you cannot afford to see work all but stop simply because one person has gone on vacation. Your customers need to know you are there for them no matter who is where.

Let this be the year that you balance it all for yourself and your job.



Let Us Help You

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