

TAKE THE EMAIL-FREE VACATION PLEDGE

EIGHT GREAT STEPS TO UNPLUG AND RECHARGE



- 1. I will recognize that it's important for everyone to take time off.** It's how we recharge, reconnect, and get re-energized to be at our best.
- 2. I will adjust my mindset and focus on my intention to disconnect.** Going into my vacation, I will plan to not have access to email, and not engage with work. I commit to having a vacation; not a "workcation."
- 3. I will set an example.** I will lead by example and model the importance of taking a true vacation for my staff.
- 4. I will prepare those with whom I interact regularly.** I will talk with people about how work will be managed in my absence, and that I am looking forward to a much-needed vacation. I will leave detailed status reports with my manager and will set up an out-of-office message with direction on who to contact.
- 5. I will be "present" for the right people.** Being present in person and through technology is important for our colleagues when we're at work. It's just as important to be present when we're on vacation. Work can wait a week.
- 6. I will share this pledge with my family and those with whom I am vacationing.** I will let them know my plans to disconnect and ask for their support.
- 7. I will remind myself that most problems work themselves out.** I will think about those times when I'm not available during working hours. Most often, work problems get figured out without my intervention.
- 8. I will resist the urge to re-connect on vacation.** If I'm feeling the need to check email, I will re-read steps 1-5 and re-commit, knowing a change like this is tough yet takes courage and reaps benefits.

SIGNED _____

DATE _____

THE
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GROUP

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