



October

How to Ensure a Stress-Free Vacation.

Vacation is a time to relax, so keep work at work.

1. **Have a plan.** Let your DD, Nadia, colleagues, EHS Coordinator or EHS DLC Team know when you're leaving and how long you'll be gone. Complete as much work as you can before you're scheduled to leave. Make sure at least one of your team members has a copy of all the important information they may need in your absence.
2. **Leave a clear desk.** Ensure that you return to work relaxed by leaving your desk free and clear of clutter. If your desk is clear, coworkers will probably be less likely to dump a new folder or paperwork on it as a welcome-back present.
3. **Delegate important tasks.** If a coworker will be taking over your duties while you're out, set up a meeting before you leave to ensure they know how to handle things. Print out a list of tasks and important information if that makes it any easier.
4. **Set your voicemail and email to an extended absence message.** This will ensure that anyone who contacts you will know that you are out of the office and can contact other people if necessary.
5. **Keep an open calendar.** Don't schedule anything for the day you return to work. Yes, you may be ready to jump right back in, but it may do little more than stress you out. If you're worried about anyone scheduling anything while you're gone, schedule a day-long meeting with yourself.
6. **Ditch the laptop.** And leave your Blackberry behind, too. Even if you don't plan on doing work over vacation, the temptation may be too much to handle. Your family and friends will thank you for this one.

