

# 6 TIPS TO EASE BACK INTO THE OFFICE AFTER VACATION

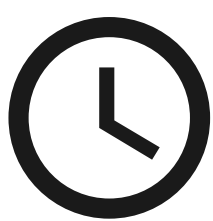
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## Before you leave!

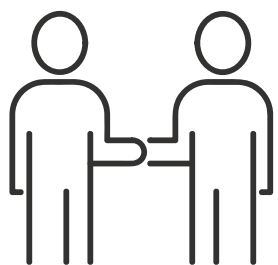
Create a task list: write down where each project stands and next steps for when you return

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## On your first day back:



Get to the office an hour earlier to get organized



Meet with your manager to discuss what you missed

Let clients know you're back and give project updates

Say "Thank You!" to coworkers who picked up your work!

Plan the rest of your week before you head home on your first day back