



Safe Environments

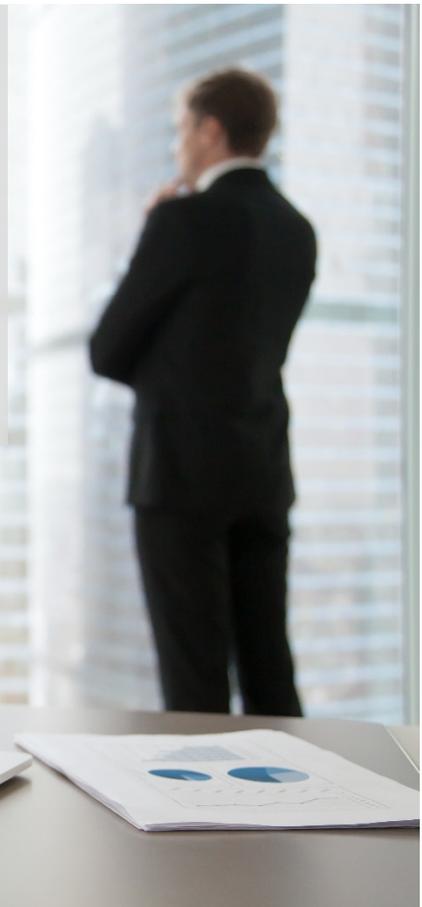
Healthy Workers

COMING BACK FROM A VACATION THE SMART WAY

Vacations are great for our mental health, but the transition back to work can end up being an overwhelming ordeal. You may think that now that you are well rested, you are ready to get back to work and be as productive as humanly possible. On the flip side you may be dragging your feet back to your workplace wishing you were back on the beach. While attitude does matter, first day back will probably be stressful in either case. To alleviate the stress all you have to do is plan your return before you leave on vacation. Your efforts of planning ahead will welcome you back with a smooth transition, and time to share highlights of your trip.

TO DO LIST BEFORE YOU LEAVE ON A VACATION FOR A SMOOTHER RETURN BACK

- Make a list of projects and tasks you're working on, note their status and priority
- Delegate time sensitive tasks to coworkers
- Set an Out-of-the-Office email responder
- Clean your desk and living space to come back to a clean environment
- Reschedule any meeting from the first day back to the second day
- Book in a time for catching up with your colleagues about any changes or updates
- Book in a time to declutter your email on the first day back



MAKING COMING BACK FROM A VACATION LESS STRESSFUL

BEFORE YOU GO

- **Make a note of all that you are working on that will carry over to the time when you come back.** Make a list of projects and tasks, note their status and priority. This will help to have an overview of what you need to focus on when you come back, starting with the most important project. It will also help you to know what needs to be done ahead of time.
- **Some responsibilities are time sensitive and will require delegation to coworkers.** Give your manager a heads up on who is responsible for what (in a written form) and brief all parties involved so they are able to carry on without needing your assistance.
- **Set an Out-of-the-Office email responder.** Consider setting the end date on the second day back. This will buy you more time to slow down and begin with sorting through older or internal requests before you get to new or external communications.
- **Reschedule any meetings from the first day back to the second.** Distribute the work throughout a few days, do not cram it into one in an attempt to catch up in a day. You need to build in transition time to avoid feeling overwhelmed. Book in a time for catching up with your supervisor/colleagues about any changes or updates as well as a time to declutter your email on the first day back.
- **Schedule to come back at least a day before you're returning to work.** If you are back Monday, come back on a Saturday instead of a Sunday. Use that day to unpack, tidy up, get over jet-leg and get prepared to go back to work.
- **Clean your desk and living space.** You will thank yourself when you return to a clean house and a clean desk. Avoid the dread of returning home and knowing that your living room is a mess. Cleaning up on top of the piled up responsibilities will only add to the stress and eat away from time you could spend resting from the flight or train ride.

AFTER YOU COME BACK

The morning of your first day back to work, have a nice hearty breakfast, as you always should. Think about some stories you could share with coworkers, and maybe bring a souvenir you brought back to put on your desk. Speaking of your desk, as you get back to it, clear it of any clutter that could have piled up while you were away.

Stick to the plan: sort and declutter your inbox, catch up with your coworkers and supervisor, spread out meetings and piled up responsibilities. Think about your strategy on sorting through the emails. Perhaps it would be more efficient to go through them by subject or by sender rather than by date. That way you can track the threads of emails and conversations one at a time and know the most recent status if an old request was already resolved.

Happy back to work day!

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LINK TO OTHER CONTENT

[Staying Safe On, During, and After Vacation](#)

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