

THOUGHT ACCELERATOR

Powered by [TCG's Mastering the Art of Re-entry from Vacation](#)

BEFORE I LEAVE

- Set clear expectations with colleagues and stakeholders
- Schedule a Re-Entry Day
- Extend my out-of-office message to include my Re-Entry Day
- Prioritize outstanding tasks that need immediate attention upon return
- Clear my inbox, delegating or scheduling less critical tasks for after my return

ON RE-ENTRY DAY

- Sort Email
- Review Updates
- Organize Priorities

RETROSPECTIVE

Did re-entry go smoothly? Yes No Partially

What will I do differently next time?

