

Post-Vacation Re-Entry Tasks

DAY 1

10 Minute Triage

1. Set a timer for 15 minutes (no multitasking!)
2. Skim your inbox using the 3 Folder Rule: Do Now, Defer, Delegate. Move every email into one of these folders. No replies yet.
3. Open your calendar and block a 90-minute focus window this afternoon for the “Do Now” items you flagged.
4. Write your top 3 priorities for today on a sticky note or your planner.

DAY 2

5 Minute “Share the Wins” Huddle with Your Team

- 1 minute** Highlight the best moment from your time off (human connection)
- 2 minutes** Share a fresh insight you gained — a new idea, article, or reflection
- 1 minute** Ask for support where you need context or help
- 1 minute** Share the next steps you’ll take (priorities)

END OF WEEK

Personal Debrief

1. What went well about my return process?
2. What is one thing I can improve the next time I take leave?
3. How did time away benefit my work mindset?