

How to
disengage
from
work!

1. Have a back up person contact in your absence

2. Turn on out of office message on your email

3. Leave an outgoing message on your phone saying you are **NOT** answering messages or returning email until you return

4. DON'T answer emails,
voicemails or texts while
you are on vacation,
enjoying time with family
or just taking a day for
yourself.

YOU DESERVE
to **DISENGAGE**