

Post-Vacation Planner

This planner is specifically designed to help you return from vacation and get back to daily life with a deeper sense of calm and clarity.

Through a series of thoughtfully designed reflection prompts and planning exercises, you'll reflect on your time away, get clear on your priorities for the weeks ahead, and organize your upcoming tasks.

This planner will help you enjoy your last days of vacation, go to bed with a clear mind, and start the week with confidence and optimism.

Sunday (or your last day of vacation)

1. What went well on your vacation? What do you feel grateful for?

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2. What did you like most about yourself on vacation? Perhaps it's how you were able to connect with your family, the way you were able to be present and in the moment, dive into creative hobbies, or being able to learn or explore new things.

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3. What emotions are coming up as you think about going back to work tomorrow?

Remember, feelings like dread, anxiety, and sadness are completely normal and even expected. And no, these feelings do mean you hate your job and need to quit.

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4. What are you most worried about? It's important to get your worries and fears out of your working memory and capture it somewhere else. Otherwise, you'll end up rehearsing this list in your mind, taking your attention off the precious moments you have left of your vacation. Capture these worries here and come back to them tomorrow.

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5. What's one fun thing you can look forward to tonight? Just because you are home doesn't mean your vacation is over. Savor the last night of your vacation by planning something fun to do tonight. This could look like ordering dinner and watching a movie, reading a book before bed, or anything else that would feel relaxing and fun,

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6. What personal tasks can you do today that will help you feel prepared and ready tomorrow? Just because you are home doesn't mean your vacation is over. Savor the last night of your vacation by planning something fun to do tonight. This could look like ordering dinner and watching a movie, reading a book before bed, or anything else that would feel relaxing and fun,

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BONUS: Curate a vacation photo album you can share with colleagues, friends, and family. This will help you savor the best moments of your vacation AND connect with others when you return – two powerful practices from positive psychology. Both [Apple iCloud Photo Stream](#) and [Google Photos](#) have options for sharing a public link to an album.

Monday (or your first day of work)

*Try to block at least a few hours in the morning if you can.

1. Define your top priorities for the next few weeks. Coming back from vacation is an excellent time to take stock of your top priorities. Note – these are broader than tasks and are more at the level of outcomes, initiatives, or projects. When identifying these, keep the 80/20 rule in mind. The goal here isn't to list every single initiative or project, but rather to identify the higher-level themes or highest-leverage priorities.

Defining these before you jump back into your inbox and to-do list will help you decide exactly what is important. This clarity will allow you to make progress with ease on the things that truly matter without getting overwhelmed by the sheer volume of potential tasks waiting for you.

Below is a quick template to help structure this:

| Priority | Why is this important? | Key Actions / Tasks |
|----------|------------------------|--------------------------|
| 1. | • | <input type="checkbox"/> |
| 2. | • | <input type="checkbox"/> |
| 3. | • | <input type="checkbox"/> |
| 4. | • | <input type="checkbox"/> |
| 5. | • | <input type="checkbox"/> |

2. Take stock of the next 2-3 weeks. Take a look at your calendar over the next 2-3 weeks to get a sense of what additional milestones or events are coming up that you might need to prioritize. Having this level of visibility will automatically deepen your sense of calm and control, and will help you further prioritize what actually needs to get done. Use the schedule below to capture key events and milestones. Update your priorities and actions as needed above.

Week of:

| Monday X | Tuesday X | Wednesday X | Thursday X | Friday X | Weekend |
|------------|-------------|---------------|--------------|------------|---------|
| • | • | • | • | • | • |

Week of:

| Monday X | Tuesday X | Wednesday X | Thursday X | Friday X | Weekend |
|------------|-------------|---------------|--------------|------------|---------|
| • | • | • | • | • | • |

Week of:

| Monday X | Tuesday X | Wednesday X | Thursday X | Friday X | Weekend |
|------------|-------------|---------------|--------------|------------|---------|
| • | • | • | • | • | • |

3. Now that you've identified your priorities, you can clean out your inbox (email, slack, etc.) and start capturing open items on your to-do list. Identify the emails that actually

need a response versus those that only need to be reviewed. If the response will take less than two minutes, do it now. If it will take longer to craft a response, add it to your to do list.

- Review emails (📧 respond)
- Review Slack / Teams (📧 respond)
- Update To-Do List