

# Tips for a Smooth Transition Back to Work After Vacation

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The month of August has always been popular for summer vacations and last-minute trips before the school year starts up again. Vacations are relaxing, yet, returning to work and getting reconnected with your team and your business goals can be challenging and stressful. I recently returned from a three-week vacation, something I have only done once before, and want to share my tips for ensuring a smooth re-entry back to the workplace after time away.

Here are my top transition tips:

- **Be organized before you leave.** Don't just get prepared for the trip; get ready for when you return. **Planning ahead for your re-entry is key.** By organizing materials for my client engagements before leaving and putting task reminders on my calendar for the week I returned, I was able to slip back into my responsibilities holding a more positive attitude and much less stress. What do you need to do to plan ahead?
- **Plan transition time.** After 3 weeks away, it was extremely helpful to have two days of transition time after I returned. This allowed me some time take care of things at home, rest a little and experience a smooth re-entry into the workplace. It was extremely helpful and gave me the space to be more intentional about my attitude and energy as I returned to work. How much transition time would be useful for you?
- **Practice gratitude.** I believe that positive affirmations and gratitude play an important role. Firstly, I am very grateful for my vacation; the opportunity to get away is a real gift! Secondly, in the last few days of my vacation, I begin to articulate that I am grateful to have a job I love, I appreciate my team members, and I look forward to the learning and growth ahead! My thoughts and my heart begin to

shift from where I am to where I am going. With what positive affirmations and gratitude can you encourage yourself?

- **Align with your core values.** My job happens to be aligned with my strengths, my personal purpose and my core values. Our core values can be bridges to make the transition better. Because one of my core values is relationships, I thought of my co-workers throughout my trip, shared some pictures as I traveled, and had stories to tell them upon my return. I looked forward to seeing them and this helped to ease my transition. What do you value that might be a bridge to your transition from vacation? *Remember, when we live, work and lead in alignment with our core values, we can be the best version of ourselves and that includes transitioning from vacation back to work!*
- **Connect with others.** Take the time to reconnect; grab lunch or coffee with some of your co-workers to find out what's happening in your organization and share stories about your time away. You can also pay it forward and help motivate others by welcoming team members back to the office and supporting them when they return. Remember also to share any learning from your adventures. This recent trip overseas reminded me to be open to different ways of doing things and to always communicate appreciation and gratitude to others. How might you connect with others?

*Do you have any tips that have worked effectively for you? Share your strategies or experiences in the comments below or send me an email at [carla.ruiz@innerwill.org](mailto:carla.ruiz@innerwill.org).*

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