

Want A Truly Worry-Free Vacation?

4 quick tips to leaving an office you'll want to come back to.



This White Paper is brought to you by your friends at The Fulcrum Group, Inc.



Preparation is the key for a vacation that's worry-free.



Summer's here and everybody benefits when you unplug for a while to recharge your batteries.

If you find yourself almost dreading getting away because the return to work is so tough, we've prepared a quick list of tips for you.

Try these 4 ideas before your upcoming vacation, so coming home won't hurt so much:

1. Prepare your email inbox.

Email prep might include glancing through your email to prioritize and delegate responsibilities before you leave.

Beyond creating an standard "out of office" email notification for incoming mail, address things other people can be taking care of in your absence, prioritize your tasks and take full advantage of the functionality your office applications provide. Assigning a backup person to accept incoming mail is always a good idea.



Task lists can be built in Outlook, or you can organize your email inbox with folders (which you can manually move email messages to, or create rules to auto-forward messages to certain folders), so upon your return, much of the new mail in your inbox is actually new.

2. Prepare your office phone.

Change your office phone and/or cell phone greeting. Be sure to specify who people can contact in your absence and a great idea is to 'share the burden of follow up' with them by requesting they follow up with you, when you're back at the office, on whichever day it is.

Perhaps tantrums from disgruntled colleagues can be avoided if you remind them that your out of office message requested they follow up with you upon your arrival back.



Great Unified Communication (UC) products like Digium's Switchvox phone system has useful features including rule-making to auto-forward incoming calls to a backup number when you're out of the office.

The Fulcrum Group can even preprogram your holiday schedule right into your Switchvox phone system, so that your phones will auto-rollover to your holiday greeting or 'out of office' greeting of choice.



Very important...

Do remember to keep things professional by changing your cell or office phone greeting back upon your return. Switchvox can actually do this for you automatically.

3. Prepare your IT department.

Some good topics to broach with your IT team before you leave may include how backups will be managed and any routine maintenance that needs to be completed.

Prepping your IT team for your absence couldn't be simpler if your IT department is The Fulcrum Group. As a SPOT Managed IT Services client, there's no need to worry about your IT. We've already got you covered.

If you're not a SPOT Managed IT Services client, you can reach out to us to arrange temporary coverage for your IT needs. We offer an array of custom solutions to meet your technology needs.



"Working here is a lot more fun since we started outsourcing our stress!"

Contact us before your next opportunity to vacate and truly have a worry-free time.



4. Prepare colleagues in your department.

Prepping coworkers in your department might include letting them know where things stand on open items and how you'd like them to follow up on any communication that may come in while you are away.

This way, when a call is transferred to a specific person in your absence, he or she will be aware of what is going on and will be able to handle it efficiently, on your client's behalf.

An increasing emphasis on technology is one of the challenges most businesses face.

The Fulcrum Group is your IT team. Our array of managed services assists businesses of all sizes in aligning IT needs with business strategy and implementing the right procedures and tools for your organization's safety and growth.

If you would like more information on how The Fulcrum Group can fill in as your IT department on a permanent or part-time basis feel free to reach out to us at 817.337.0300 or at info@fulcrumgroup.net

