**Vacation preparation sheet**

*You are taking a much-deserved break. That’s great!*

What dates will you be away?

What’s your general plan? For example, where are you going (if anywhere)? Do you intend to be more or less physically active? Are you looking to reconnect with people you love or to spend time alone?

What do you hope to get out of your time away?

How will your ministry setting also benefit from you taking a break?

*Sometimes getting away feels like as much work or more than continuing to work. Let’s make it more manageable.*

What must happen while you’re gone? (If your list is longer than three tasks – two is even better – determine the three most important tasks and mark out the rest.)

What pieces can only you do? How might you break them up and pace them out so they don’t all pile up on your last day/week before vacation?

What can be passed off? To whom, and how?

What must happen within two weeks of your return? (If your list is longer than three tasks – two is even better – determine the three most important tasks and mark out the rest.)

What pieces can only you do?

What can be passed off? To whom, and how?

What aspects (if any) do you have energy to address now in order to avoid undoing your vacation rejuvenation when you return? How might you break up and pace out these tasks?

*Great! Now you have your pre-vacation to-do list.*

How will you give yourself grace if you don’t get all of these tasks taken care of?

*It’s not really a vacation if your ministry setting impinges on you during the dates you listed above.*

What boundaries, then, do you need to set?

How might you communicate the what and the why of these boundaries?

Who can help with this communication, both before you leave and while you’re away?

What ritual will you undertake to signal to your body, mind, and spirit that you are officially on vacation when the time comes?

*Thank you for taking your vacation. In doing so you are modeling wellbeing for the people in your care, and you are making it easier for the ministers who follow you to take their vacation time.*