

THE 5-STEP

# UNPLUG PROCESS

*for Plugging Into Your Life.*

## 01 Close Out Work.

Make a list of the top 3 priorities for when you return and leave it on your desk. DO NOT take it home. Clean up as much as you possibly can before leaving so you don't think about it.



## 02 Manage Email.

Put up a clear out-of-office message and stick to it. DON'T check emails over break. If necessary, set up a vacation email account and create rules to forward specific items only to the vacation email account.

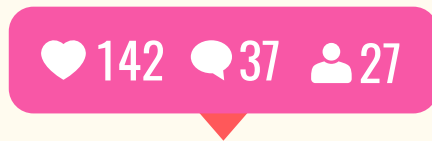
## 03 Create a Plan.

Create a list of personal goals for your time off. Include some items for rest, for play, for service, and for creativity. Write them down on a piece of paper and put it somewhere you'll see every day.



## 04 Digital Sabbatical.

Move social media apps to the last screen on your phone. Turn off notifications. If necessary, put your phone in airplane mode for set periods during the day. Only turn it on at set times to check for phone messages purposefully.



## 05 Schedule Re-Entry.

This is when you start turning everything back on, catching up on a few things, and getting yourself ready to tackle work again with a clear mind. Set a time limit for this a day or so before heading back to work.

