

The Month-Off Checklist

Everything you need to do to prepare for a full month away from your business — with zero contact.

“I take a full month away from my business every year — no calls, no Slack, no email, nothing short of a true emergency. It doesn't happen by accident. This is the exact checklist I use to get ready, broken into four phases so nothing falls through the cracks.”

— **Peter**

90
DAYS

90 Days Out

Make it real, and start the clock

- ☐ Pick the exact 4 weeks you'll be gone and block it off on your calendar. This makes it real.
- ☐ Tell your spouse or family.
- ☐ Notify your entire team. This gives them — and you — time to prepare.
- ☐ Start two lists: (1) every task you're doing for the business, and (2) every decision you're making for the business. Leave them out on your desk and add to them daily.
- ☐ Begin removing yourself from email threads, updates, and notifications. Goal: cut your email volume in half over the next 30 days.

60
DAYS

60 Days Out

Hand off the work and the decisions

- ☐ Select a key leader to serve as your #2 while you're gone. Brief them on your plans.
- ☐ Take list #1 and start delegating those tasks. Document how you do them first, hand them off, and supervise a few reps. Correct the documentation as needed.
- ☐ Take list #2 and start reassigning those decisions to key leaders. Explain your thinking. Let them make the calls with you CC'd at first, then adjust as needed.
- ☐ Remind your leadership team of your upcoming month away.

30
DAYS

30 Days Out

Clear the calendar and start acting like you're gone

- ☐ Notify key customers, partners, and vendors.
- ☐ Cancel — don't reschedule — every meeting during your month off. Rescheduling all of them just means you're drowning on either side of the trip.
- ☐ Offload any remaining tasks and decisions.
- ☐ Start asking people to remove you from remaining email threads, updates, and notifications. Act like you're already gone, and observe.
- ☐ Start planning your time away: books, places, home projects, your daily schedule.
- ☐ Set the criteria under which your #2 should contact you (e.g., the office burns down, your #2 quits).

1
DAY

Last Day of Work

Lock the door on your way out

- ☐ Set your out-of-office autoresponder. Feel free to include a promotional message.
- ☐ Set up voicemail on your cell and office phone.
- ☐ Delete every work app from your phone: Slack, email, all of it.
- ☐ Turn off your work computer.
- ☐ Remind your #2 exactly when they're allowed to contact you, and give them your info for the month.
- ☐ Peace out.

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peterlohmann.com/newsletter