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10 Tips for Enjoying Your Summer Holiday to the Full ... And Leaving Work Worries Behind!

Inform your team about your plans!

Craft a solid out-of-office response.

Hand over tasks and provide colleagues with an emergency plan.

Finish up key tasks before you leave.

Organize your return schedule in advance.

Maintain boundaries – avoid checking your work emails!

Reduce phone time while on break.

Practice relaxation techniques and ensure plenty of downtime.

Upon returning, tackle your tasks based on priority.

And most importantly, keep checking in on your well-being.

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