PLAN IT ON ONE HAND

My leave handover



YOUR PLANNED LAST DAY _____

Picture it

Why are we doing this?
What does done look like?

WHY ARE WE DOING THIS?

WHAT DOES DONE LOOK LIKE?

Map it

What comes first, and who owns each piece?

PROJECT	OWNER WHILE I'M OUT	NEXT DEADLINE	WHERE THE FILES LIVE	SAID
				☐
				☐
				☐
				☐
				☐
				☐
				☐
				☐

Try it

What's the smallest test before we commit?

THE SMALLEST TEST

Launch it

Who's doing what, by when? Say it back.

WHERE THE PLAN LIVES

WATCH IT: CHECK-INS

- ☐ Start the table — *6 weeks before*
- ☐ Fix whatever surprised them — *12 days before*
- ☐ Every owner has said it back — *5 days before*
- ☐ Trial week starts: my cover runs it, I watch — *3 weeks before*
- ☐ Send the handover email and out-of-office — *7 days before*
- ☐ Agree my catch-up before I'm back — *3 days before*

Close it

Did we keep the promise? Keep, drop, try.

KEEP

DROP

TRY

HIGH FIVE: THANK EVERYONE WHO HELPED

HOW WE'LL CELEBRATE

This covers the work handover only. Check your company's leave policy, and talk to your manager or HR about dates and pay.