

GOING 000 OUT OF THE OFFICE



Getting out of the office periodically is a fact of life, whether you're off-site at meetings for an afternoon or spending several weeks in the field. Working effectively while you're out, while keeping yourself "in the loop" at the office, requires a bit of organization. This quick primer covers a few of the basics to working effectively while you're out of the office.

STAYING CONNECTED



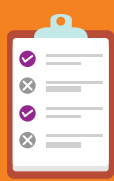
- ☐ Manage your calls.
- ☐ If you'll be able to take calls, set up call forwarding to your cellular phone.
- ☐ If you can't take calls, record a voicemail message offering your callers options such as leaving a message or sending a text.
- ☐ Make sure that the office knows how and when to contact you if needed.

MANAGE YOUR INBOX



- ☐ If you'll be gone for more than half a day, set up an auto-responder.
- ☐ If you need to provide different information to varying groups, use multiple auto-responders.
- ☐ Consider using your email program's filters to direct important emails to your phone or tablet.

ARRANGE SOME BACKUP



- ☐ If you'll be out for more than a few hours, delegate a subordinate, or ask a peer, to handle things for you at the office.
- ☐ If multiple colleagues are covering specific duties for you, provide that information in your voicemail message and email auto-responders.
- ☐ Arrange a way for your backup colleagues to reach you, as needed.

PACKING LIGHT. OR NOT.



- ☐ Whether it's on paper, a cloud storage service or your mobile device, make sure you have any necessary documents with you.
- ☐ If you use paper documents, carry a supply of good-quality pens.
- ☐ Pack as much computing power as you need. For a few hours' absence your smartphone is probably sufficient, while longer absences call for a tablet or laptop.
- ☐ If you'll be making frequent presentations, consider packing along your own lightweight projector.
- ☐ Pack along a charger for your phone or tablet, as well as the "brick" for your laptop.
- ☐ If you'll be relying on your tablet, consider packing along a few crucial accessories such as a stand and a keyboard. They can make it easier to work effectively.
- ☐ If you're on the road a lot, invest in protective cases to minimize the risk of damage to your electronic equipment.