

# Three things to do if you're going on holiday tomorrow

A holiday should be a break – you'll benefit more if you leave work behind completely. If you don't have time for a full handover, here are three quick hacks to keep things ticking over.

1

## Set up your email auto-reply with an alternative contact

Don't feel under pressure to say people can contact you – give them a colleague's number to call instead. If you have Get Ahead holiday cover, refer the emailer to them instead.

2

## Divert your phone

Either have your calls put through to another team member or book our telephone answering service. Even if you've never worked with Get Ahead before, we can get you set up in as little as 24hrs.

3

## Schedule social media content

Keep in touch with your community but keep it simple. If your flight's leaving in a few hours, just repost some evergreen content from last year, or share links to recent blogs, videos or web pages. Facebook has a free scheduling tool built-in.



Get Ahead can cover your phone answering, social media, accounting, admin and more while you're on holiday. Get in touch to find out more.  
[www.getaheadva.com](http://www.getaheadva.com)

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