

Unplugged: tips for taking a true vacation

There are different flavors of travel: travel for work; travel for fun, semi-tethered to your digital devices; and the scariest of all: going away for a full-on, digital detox. If you're ready to take the plunge, be sure to tuck these tips into your carry-on.

◆ **Courtesy counts**

Let your team at work, and even key players in your personal network, know that you're going dark (or semi-dark, as the case may be).

◆ **Perform the pre-vacation connectivity audit**

Identify how much connectivity you're comfortable with on this trip. Will you completely disconnect from some accounts, but not others? How connected are your travel buddies?

◆ **Cut the cord—from more than work**

What about the other daily digital drips you've become dependent upon? Keep idle scrolling and posting to your intended minimum.

◆ **Set up a vacation-only email address**

It sounds counterproductive, but vacation will be far more relaxing without all of the daily digests, discount codes, and neighborhood spam flooding your inbox.

◆ **Delegate major projects**

We're more expendable than we think. Temporarily hand off projects to ensure they maintain a point person in your absence.

◆ **Trust your coworkers**

Go beyond delegation. Empower colleagues to make decisions in your stead and trust that your projects are safe in their good, capable hands until you return.