

"I'm going away and need to hand over work."

The Situation

I'm going to be away, and I need to hand over work to a colleague, but I'm finding it hard to let go. I'm tempted to keep hold of things "just in case", or I'm worried that no one else will know what to do.

Try this

1. Plan early: don't leave your handover until the last minute.
2. Give people notice: let colleagues, clients and others know when you'll be away.
3. Prepare clear handover notes: cover what's happening, needed and who can help.
4. Flag the priorities: be clear what needs attention while away – and what can wait.
5. Share responsibility: make sure others have what they need to take ownership.
6. Set boundaries: be clear about whether – and when – you can be contacted.
7. Protect your time away: set your out of office, name cover and consider blocking time either side to prepare and catch up.

What the experts say

"There is nothing more empowering than trusting people to take ownership. Give those around you enough clarity and flexibility to succeed, and you'll find it easier to switch off and get the break you need – while also modelling a better way of working for others." Richard Martin



Want to go deeper

- [READ: MBC: Mindful Collaboration Checklist](#)
- [MORE: Related MBC resources](#)

Remember

A good handover keeps work moving while giving you the confidence to properly step away and switch off.



Any questions? Having trouble logging into the MBC Member resources? Drop us a line info@mindfulbusinesscharter.com