Ascendus®

BUSINESS RESOURCE · BUSINESS OPERATIONS

Prepare your business for a getaway: essential tips

Hand off the essentials so your business keeps moving while you take time to rest.

Time off is part of running a business for the long haul, and a little planning lets your business keep moving while you rest. Whether you step away for a long weekend or a full week, this guide helps you hand off the essentials. By the end, you will have a one-page plan your business can follow without you.

> *A business that can run for a week without you is a business that is ready to grow.*

Five steps to take before you go

01

Pick your timing

Look at your last 12 months and plan your time away for a slower stretch. Start preparing two to three weeks ahead.

02

Name a point person

Choose one trusted person to handle everyday decisions, and agree on a limit they can approve without calling you, such as a refund or purchase of up to $200.

03

Write down the essentials

List the tasks that cannot wait, such as orders, deliveries, deposits and payroll, and who handles each one. A short video of a tricky task helps too.

04

Tell your customers and partners

Share your dates at least a week ahead, set an out-of-office email and voicemail, and say who they can contact while you are away.

05

Settle the money before you leave

Pay or schedule the bills that come due while you are gone, confirm your payroll dates and check that your account can cover them.

A worked example

Fixed costs in one week	Supplier payment due that week	Have available before you leave
$1,000	$600	$1,600

Your fixed costs are $4,000 a month and you plan a one-week trip. One week is roughly a quarter of the month, so about $1,000 of fixed costs fall in that time. Add a $600 supplier payment due that week, and you want at least $1,600 available before you leave, plus a small buffer for surprises.

Watch out for: real-time posts about your trip on social media. They can signal that your shop or home is empty, so share your photos after you return.

YOUR ACTION STEP **15 minutes**

Write your "while I'm away" sheet

Copy this table, fill it in and share it with your point person before you leave. Keep it for your next trip, too.

Item	Your answer
Dates you will be away	
Your point person and their phone number	
Decisions they can make without you, and the limit	
Tasks that cannot wait, and who does each one	
Bills and payroll due while you are away, and when each is scheduled	
Emergency contacts (accountant, insurance agent, IT help, landlord)	
When and how to reach you	

TRUSTED SOURCES

- Small Business Trends, The Small Business Guide to Getting Ready for Vacation
- Ready.gov, Business Continuity Planning

Keep building

Every guide gives you one practical step on cash flow, credit or growth. Find the next one at ascendus.org/resources.

Read this guide online: www.ascendus.org/resources/prepare-for-your-business-getaway-with-these-essential-tips/