Ascendus®

BUSINESS RESOURCE · WORKSHEET

Prepare your business for a getaway: essential tips

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

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	

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/