

CLOCKWORK OPERATION • VACATION

EIGHTEEN MONTHS OUT DATE _____

DECLARE IT

- Put vacation dates on the calendar
- Tell everyone, for accountability
- Declare it to Mike. Email him at Mike@OperationVacation.me with the subject "I set my four-week vacation"

SIXTEEN MONTHS OUT DATE _____

RUN A TIME ANALYSIS

- Run a Time Analysis of my work
- Complete all other Clockwork exercises for myself

FOURTEEN MONTHS OUT DATE _____

TELL MY TEAM

- Tell the team about my commitment to my four-week vacation. Explain WHY I'm doing this, the outcome I'm looking for, and how this will benefit both the business and them
- Invite them to ask questions and share concerns, and empower them to help achieve the outcome
- Give them all a copy of Clockwork so they can better understand the process
- Establish better cross communication of team members
 - Define clear responsibilities for each role, and who are the primary and secondary team members responsible for them
 - Implement a Daily Huddle to review key metrics, establish goals, and celebrate wins (refer to pg 228 for detailed structure)

TWELVE MONTHS OUT DATE _____

START TO CUT DOWN ON DOING

- Have a team meeting to establish what I need to stop Doing
- Write an action plan to Trash, Transfer or Trim my responsibilities
- Have each team member do all the Clockwork exercises
- Commit to cutting down my Doing workload to be under 80% (If already under 80%, commit to cutting another 10%)
- Establish substitutes for the QBR so I am not the only one serving it
- Start to visualize the 4-week vacation, and write down what I anticipate will go wrong/right
- Book that vacation!
- Do I want an organizational efficiency trainer? If so, check out runlikeclockwork.com

TEN MONTHS OUT DATE _____

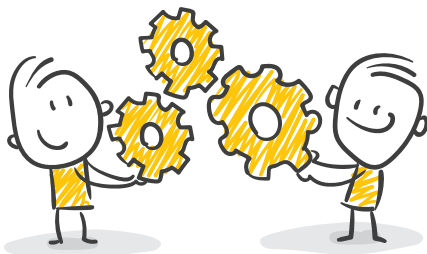
DEEPER CUTS TO DOING

- Run a fresh Time Analysis to confirm I am under 80% Doing
- Have a team meeting to cut my Doing time to less than 40%. Allocate all that time to Design

EIGHT MONTHS OUT DATE _____

MEASURE PROGRESS + ESTABLISH BACKUPS

- Run a Time Analysis on myself again to make sure I am under 40% Doing
- Commit to achieving 0% Doing time within the next 60 days
- Have a team meeting to plan and measure progress
- Identify backups and redundancy for each person



SIX MONTHS OUT

DATE _____

RUN A TEST

- Take a one-week vacation as a test.
Do not go to the office or connect remotely
- Have a team meeting the first day back to review what did and didn't work.
Adjust accordingly
- Confirm all plans for four-week vacation
- Commit to reducing Deciding and Delegating to 5% and Designing to 95% in the next four months

FOUR MONTHS OUT

DATE _____

RUN MORE TESTS

- WEEK 1 – Run another one-week vacation test.
No connection for seven days
- WEEK 2 – Debrief with team and make adjustments
- WEEK 3 – Run another one-week test
- WEEK 4 – Meet again to debrief and fix

TWO MONTHS OUT

DATE _____

PLAN FULL DISCONNECT

- Run another Time Analysis to confirm I am at 0% Doing. If not, find a way to get there ASAP
- Plan full disconnect with the team.
Who is responsible for taking over all my communication platforms (Email, FB etc).
Make sure they know to change the password so I can't log in while I'm away
- Who will take my cell phone? Let them know how I can be contacted in case of a true emergency (like a death)
- Commit to achieving 99% Design time

ONE MONTH OUT

DATE _____

ACT AS AN OBSERVER

- Just sit back and observe, don't Do or Decide anything
- Delegate the outcomes for any remaining work
- Source materials to use during any naturally occurring Design time while on vacation (ie notebook, voice recorder)
- Look for loose ends and document them. Don't tie them, just pass them on to someone else

ONE WEEK OUT

DATE _____

TAKE A VACATION AT WORK

- Go to the office, but don't Do anything
- If anything comes up that isn't Design work, delegate it to someone else (even that one last thing that I'm convinced only I can do...)

THE DAY BEFORE OPERATION VACATION

DATE _____

TAKE A VACATION AT WORK

- Send Mike an email to Mike@OperationVacation.me with the subject line "I'm outta here!"
- Have the team member responsible for it change my passwords to everything.

WHILE I'M AWAY

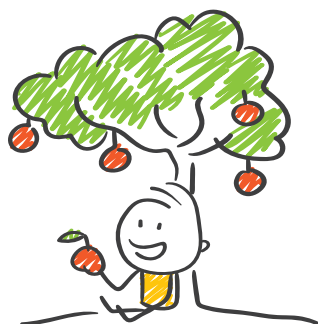
DATE _____

- Get lost in all the magic moments
- Keep that notebook or voice recorder handy for when inspiration strikes
- Make meaningful connections
- Take pictures – so they can inspire the next vacation!

WHEN I RETURN

DATE _____

- Schedule a meeting to debrief for the day after I return. Document the following:
 - What worked and didn't work
 - All the surprises and challenges that cropped up
 - What was forgotten about before I left?
- Schedule one meeting a week for the next four weeks so we can debrief, improve, review and improve more
- Schedule the next four-week vacation for twelve months from now. I've just started a new tradition!



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