



THE ROCK/STAR ADVOCATE®

Vacation Mode Checklist

Hit pause on your workload without rewinding your progress.



Leave a Message at the Beep.

Beeeeeeeeeeep.

Being an entrepreneur is messy. I like to think of it like triage at a hospital with the benefit of not actually being a matter of life or death. You are constantly putting out fires and reassessing what things on your plate need to take priority.

Last minute things will pop up, things will take longer than they should, other things will get cancelled or rescheduled, and other factors that are beyond your control will mess with your plan.

Don't let it throw you and don't let it discourage you from having a plan. A plan is something you can lean on when you need guidance and a reminder of why you're doing what you're doing. It's there to point you in the right direction even if you don't follow it to a "T."

Use this checklist to prepare for an upcoming trip WITHOUT the overwhelm and stress that often comes with leaving the progress you've been making in your career.

Use the BONUS Packing Checklist and Email Auto-Reply as tools to help you prepare once your plan is in place.

Good luck and happy travels :-D

- Determine all upcoming deadlines over the next two weeks before going away.

- Break down all time-sensitive projects into microtasks

- Schedule blocks of time during your final two weeks & batch your microtasks by grouping them into those blocks of time.

- Reach out to "High Priority Contacts" and let them know about your plans - do they need anything before you go?

- Schedule Social Media posts for the time you're away
 - Create/collect images
 - Write your captions
 - Upload to your scheduling platform

Don't schedule any launches while you're away - make necessary adjustments to dates.

Don't schedule any tasks to be done while on travel to your destination.

Don't schedule any work for the day before you leave.

Create & schedule an auto-reply for emails

Add on a date to your arrival time back home

Direct your readers to a specific piece of content/call to action

PACKING CHECKLIST

The Crucials	Personal Enrichment	Hygiene
☆ Phone	☆ This Planner	☆ Toothbrush/paste
☆ Wallet	☆ Meditation Tracks	☆ Cleanser
☆ I.D. / Passport	☆ Book(s)	☆ Cosmetics/Contacts
☆ Medications	☆ Eye Mask/Ear Plugs	☆ Deodorant
☆ Reservation Info	☆ _____	☆ Shampoo
☆ Travel Tickets	☆ _____	☆ Brush/Comb
☆ _____	☆ _____	☆ Razor/Shave Cream
For the Road	Electronics	Merch/Finance
☆ Headphones	☆ iPad/Tablet	☆ Laminated Price List
☆ Pillow/Blanket	☆ Laptop	☆ Stickers
☆ Snacks	☆ Hard Drive	☆ T-Shirts
☆ Music Playlists	☆ Chargers/Adapters	☆ Cash Box/Square
☆ _____	☆ _____	☆ Business Cards
☆ _____	☆ _____	☆ Mailing List Sign-up
☆ _____	☆ _____	☆ _____
Performance	MISC	DETAILS OF TRIP
☆ Cables	☆ _____	
☆ Mixer	☆ _____	
☆ Pedals	☆ _____	
☆ Set List	☆ _____	
☆ _____	☆ _____	
☆ _____	☆ _____	
☆ _____	☆ _____	

My Auto-Reply Message

Feel free to use the structure I've set up below for your own auto-reply message while you unplug!

Subject: Got your email. Here's the thing....

Body:

Hey!

Thanks for your message. I'll get back to it as soon as I can, but it might not be until the end of the week, as I'm in DISNEY WORLD!

Hate to rub it in, but I'm enjoying some time un-plugged.

In the meantime, did you know the 2019 Rock/Star Life Planner and all other products are available with FREE SHIPPING for the month of February? You can grab your copy here and our team will put it in the mail immediately :)

In addition, if you're looking to unplug, feel free to enjoy this podcast episode I did on Re-Defining the Hustle - a little lesson I learned on working smarter, not harder. I even provide a free downloadable workbook to help you do the same!

Thanks for your patience,
-Suz

CONGRATULATIONS!

Congratulations on working towards being a better music-preneur! Moving forward, consider keeping this checklist nearby for reference as needed, until this process becomes second nature to you.

Want to keep the action going? Check out my [FREE 3-Day Get Sh*t Done Challenge](#) currently available to help you increase productivity and make time for what matters!

Don't forget, acknowledging & celebrating your wins {no matter the size} is crucial for implementing healthy habits that stick around. Be sure to come join us in our private FB Group - [The Rock/Star Collective](#) - to share your most recent wins with us!

If you've found value in this worksheet then you'll LOVE the episodes of my podcast, The Music-Preneur Mindset. You can get them delivered to your inbox every #WisdomWednesday when you subscribe [HERE!](#)

I thank you, once more, for taking the time to do something impactful for your career. I look forward to supporting you on the rest of your journey. Keep living your dreams & keep on rockin'!

Always Your Advocate,

Suz