

10 Steps to Maternity Leave Planning

1. TWO MONTHS OUT: SET EXPECTATIONS FOR CLIENTS, VENDORS, FOLLOWERS, ETC. TALK ABOUT IT ON SOCIAL MEDIA AND ADD IT TO YOUR EMAIL SIGNATURE.
2. BRAIN DUMP: TASKS & RESPONSIBILITIES.
3. BATCH ALL OF YOUR WORK AHEAD OF TIME.
4. SCHEDULE MULTIPLE TEAM MEETINGS TO DISCUSS ANY ISSUES.
5. GO AHEAD AND CONTACT ANYONE YOU KNOW YOU MIGHT NEED OVER MATERNITY LEAVE AND FINALIZE EVERYTHING YOU CAN AHEAD OF TIME.
6. DELETE ALL EMAILS WHILE YOU'RE GONE.
7. SET UP AN AUTORESPONDER TO DO THE ABOVE TACTFULLY.
8. SEND AN EMAIL TO YOUR VIP LIST.
9. PLAN TO TAKE OFF AT LEAST TWO WEEKS BEFORE YOUR DUE DATE.
10. PLAN A RE-ENTRY PHASE.

Email Signatures & Templates

EMAIL SIGNATURE BEFORE MATERNITY LEAVE:

****A NOTE about MATERNITY LEAVE****

I'm about to have a baby! I'll be taking maternity leave July 17th – October 31st, and will not be answering emails during that time. Callie and Olivia will be managing the studio and my emails while I am away! Please contact Olivia@nancyray-photography.com if you need anything while I am in newborn la la land.

EMAIL TEMPLATE DURING MATERNITY LEAVE:

Hello!

Thank you so much for your email! I am currently on maternity leave until November 1, 2017. We are so excited to welcome #babyrayinjuly into our family, and you are welcome to follow along with our journey as new parents on Instagram and our blog.

If you are a current or potential client or vendor, you are very important to us! You will hear from the studio within 72 hours. If you are inquiring about our wedding and family photography services, we are still accepting bookings during this time, and we look forward to connecting with you!

All other emails received will be deleted from my inbox, which may seem extreme! But, I know how important it is to completely step away from my business in order to be fully present with my family during this time. If you would like to get in touch with me, please re-send your email when I'm back at work beginning in November.

Thank you so much for your understanding! Here's to a new season filled with sleepless nights and lots of cuddles!

Warmly,

Nancy Ray