

HR Monthly Newsletter

July 2025

Time off Tips: How to unplug and truly re-charge.

Using your Vacation Time isn't just a perk it's essential to maintaining your energy, focus, and well-being. In our fast-paced environment, it can feel hard to truly disconnect, but research (and experience!) shows that real rest boosts productivity, morale, and overall happiness. So let's explore how to step away guilt-free and come back recharged.

Set Boundaries Before you Leave:

- Let your team know in advance when you'll be off.
- Set an out-of-office message with clear return dates and backup contacts.

Delete the Temptation:

- Log out of applications, Teams, email, etc., on your phone.
- If you must check in, set a short window daily and stick to it!

Plan Time For You:

- You don't have to travel to make time off meaningful.
- Rest days, creative days, catch-up-with-family days - it's about what fills your cup!

Re-entry Strategy:

- Block an hour on your calendar your first day back to catch up without being overwhelmed.
- Ease in. Don't stack your calendar with back-to-back meetings.

Normalize Rest Culture:

- It's not only okay to take time off - it's expected and encouraged.
- When leaders model rest, it gives others permission to do the same.

Rest is Productive:

- It might feel counterintuitive, but rest is part of doing your job well. When you rest you return sharper, more focused, and better equipped to solve problems.

HR Tip of the month

Encourage microlearning moments: employees don't often have time for lengthy training, but short, focused learning moments can boost skills and engagement without overwhelming their day.

Share a two-minute article, video or tip each week: think of it as a "learning snack" rather than a full meal. Consistent sharing builds a rhythm of learning.

Create a "Did you know?" corner on your intranet or home page: designate a spot where interesting facts, updates, tools or process tips are posted regularly to spark curiosity. This adds a learning layer to everyday routines.

Highlight Peer Knowledge: people trust peer recommendations, and it reinforces a sense of contribution and belonging. Try a "Team Tip Tuesday" or "Quick Wins" corner.

Curiosity Questions

Here are some thoughtful questions around leadership and curiosity that you can try asking your team to inspire reflection, discussion and growth.

Learning and Growth:

- What's something new you've learned recently that excited you?
- What's something in our work that you wish to understand better?

Problem Solving and Innovation:

- What's a process or tool we use that you think could be improved?
- What's a "what if" question you've been thinking about lately?

Encouraging a Curious Culture:

- What could we do as a team to be more curious or open to new ideas?
- When have you seen curiosity lead to a positive change at work?

Need HR help? Please reach out! info@spraggsadvisorygroup.com