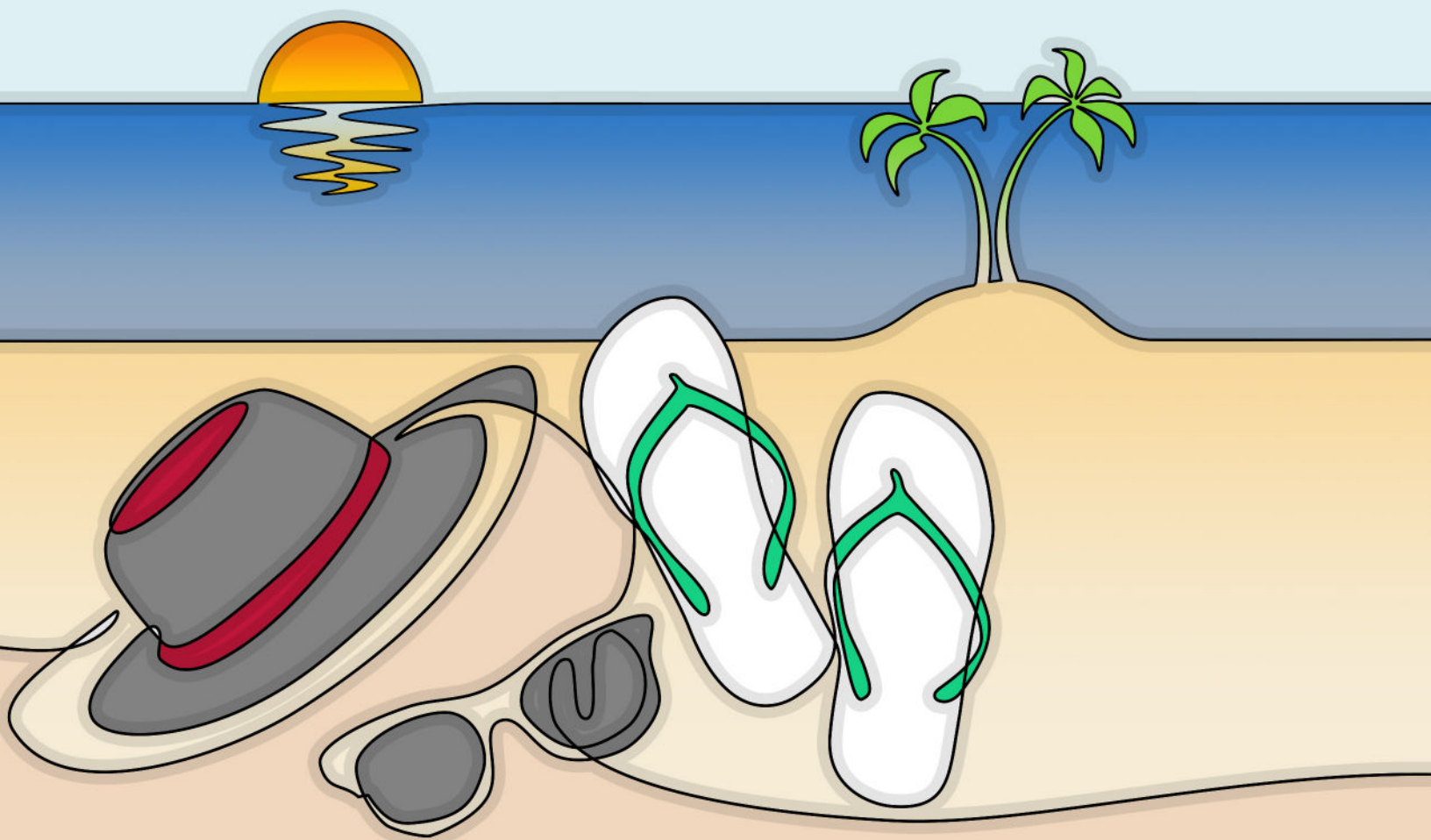


Belongly

SUMMER SERIES

Vacation Checklist for Therapists



Planning a summer getaway? Want to make sure it's a truly relaxing experience, free from the usual stress of your therapy business and clients? Introducing the ultimate and comprehensive Summer Self-Care Complete Guide for Therapists! This incredibly valuable resource is meticulously crafted to empower therapists like you to conquer the art of self-care, effortlessly navigating the vibrant summer months anxiety-free.

With this comprehensive guide, you'll not only be able to plan and enjoy a well-deserved vacation, but also establish seamless communication with your cherished clients. Rest assured, even in your absence, your practice will continue to thrive, thanks to the expert strategies and tips we're sharing. Embrace the confidence that comes from knowing you have everything under control and make this summer your most rejuvenating and successful season yet.

(Part 1 of 2) Checklist for Preparing for a Summer Vacation

Remember, self-care is not a luxury but a necessity for therapists. Use this guide to ensure that your time off is as relaxing and rejuvenating as possible. Enjoy your summer self-care time!

Short Self-Care Sprints (2-5 days)

- Mastermind Your Itinerary**
Plot the perfect plan for your time off. Be intentional, perhaps you have a particularly slow week chock full of clients cancellations. Vacation with them (not literally!) Be proactive, giving yourself ample time to prepare for your clients' needs.
- Equip for Emergencies**
Arm your clients with a handful of helpful resources to handle any mental health emergencies that may arise. If there's one thing we learn as therapists, they come at the most inopportune times, am I right?
- Client Communication Dash**
Time for a friendly heads-up! Delight your clients with news of your upcoming time off as soon as possible, with a reminder during the last session before your (well-deserved!) break.
- Appointment Shuffle Showdown**
If it suits your flow and ensures continuity of care, flex your rescheduling prowess for any appointments falling within your time off.
- Message Wizardry at Work**
Enchant anyone reaching out to you with an email and text message auto-reply, revealing your unavailability and guiding them to the right places for support.

Longer-Term Vacations (5 days+)

- Get Vacation-Ready**
Choose a captivating locale, book cozy accommodations, and create an exciting itinerary. Don't forget to give yourself at least a month to prepare!
- Staycation Sensibilities [Optional]**
Craft a smart plan for handling local clients during your time off. Openly communicate your availability to ensure positive vibes. Include clear directives in your client memo or have a friendly chat if needed.
- Backup Buddy [Optional]**
Calling all colleagues! If feasible, consider finding a trustworthy comrade to cover your practice while you soak up the sun. It's all about peace of mind and seamless support!
Pro tip: Why not find your backup buddy in the Belongly community? We've ensured everyone in the community are licensed therapists. Go ahead and make a post and start building a network of colleagues licensed in your state for support!
- Resource Rendezvous:**
Help is on the way! Offer a carefully curated array of resources to your clients before you go. Some ideas to include for support resources include suicide prevention hotline number, local agencies, local police, local hospitals, trusted colleagues, website links for grounding or anxiety resources, etc. Consider any unique needs relevant to your niche population (i.e. domestic violence shelters or hotline if you work with the survivor population)
- Client Communication Countdown**
Give your clients a reminder heads-up during their final session, and equip them with the contact details of your backup therapist (if you have one) and any resources they might need. Smooth sailing ensured!
Pro tip: Steal the proactive preparation email script in this guide!
- Policy Power-Up**
Did you know that as a licensed mental health professional, we are ethically required to have care in place for our clients at all times? Stay up to date with your state's requirements. Alleviate absence anxiety and ensure clients are well-prepped on the care resources available to them! Revise any policies to add transparency with how you'll handle these situations.
- Auto-Reply Magic**
Set up an auto-reply wizardry for emails and texts, enchanting all who contact you with the news of your unavailability. Guide them to support resources and share the contact info of your backup therapist if you have one.
Pro-tip: You guessed it, we have a template for this too!

(Part 2 of 2) Steal Our Scripts!

Simplify your life with our handpicked collection of sought-after templates! We've done the heavy lifting for you. Just copy and paste, add a pop of personalization, and ta-da! You'll confidently step into your well-deserved time off, knowing you've effortlessly lined up all the essentials for before, during, and after!

1. Before the Great Escape

Get Ready to Wow: Proactive Prep Email/Text for Clients

Subject: Important Notice of Upcoming Time Off

Dear **[Client's Name]**,

I trust this message finds you in great spirits.

I am delighted to share that I will be taking some well-deserved time off from **[Start Date]** to **[End Date]**.

During this period, you will be in excellent hands as **[Backup Therapist's Name]** will be available as needed. They are fully prepared to support and assist you during this time, and you can easily reach them at **[backup therapist's contact information]**.

Rest assured, your mental health and well-being remain my utmost priority. In the event of a mental health crisis, I have thoughtfully curated a range of support resources tailored to your needs. **[Insert Relevant Resources]**

Please note, I will be staying in the area for this time-off and you may see me. If you do, **[Insert Directive]**.

If you have any questions or concerns, please don't hesitate to reach out.

However, I kindly request your understanding and patience as I may take a little extra time to respond upon my return.

Thank you for your unwavering trust.

Best regards,
[Your Name]

Memo Magic: Office Memo Template

IMPORTANT NOTICE

Dear [\[Valued Clients and Stakeholders\]](#),

Please be informed that [\[Your Name/ I\]](#) will be out of the office from [\[Start Date\]](#) to [\[End Date\]](#).

Rest assured, during this period, I've taken the necessary measures to ensure uninterrupted support for existing clients.

I've curated a list of interim resource contact information below. My goal is to ensure a seamless experience in addressing your needs until my return.

[\[Insert List of Support Resources\]](#)

Your understanding and cooperation are greatly appreciated. Should you have any inquiries or require further assistance, please do not hesitate to contact me at [\[Contact Information\]](#).

Thank you for your continued trust and partnership.

[\[Your name\]](#)/ [\[Your practice name\]](#)

2. Midst of the Adventure

Unplugged and Unavailable: Out of Office Email/Text Auto-Reply

Subject: Out of Office

Thank you for your message. I'm out of the office and will return on [return date].

If you are an existing client in need of urgent assistance, I kindly request that you contact [\[Backup Therapist's Name\]](#) at [\[Backup Therapist's Contact Information\]](#). They will be able to provide the necessary support.

For your convenience, I would like to remind you of the valuable resources at your disposal:
[\[Insert Support Resources\]](#)

Your patience during this time is greatly appreciated. I assure you that I will address your message promptly upon my return.

Best regards,
[\[Your name\]](#) / [\[Your practice name\]](#)

3. After the Epic Journey

Back in Action: Setting Expectations Auto-Reply

Subject: Back in Office - Please Read

Hello and thanks for reaching out! I've returned from my time off as of **[Date]** and am excited to reconnect with you!

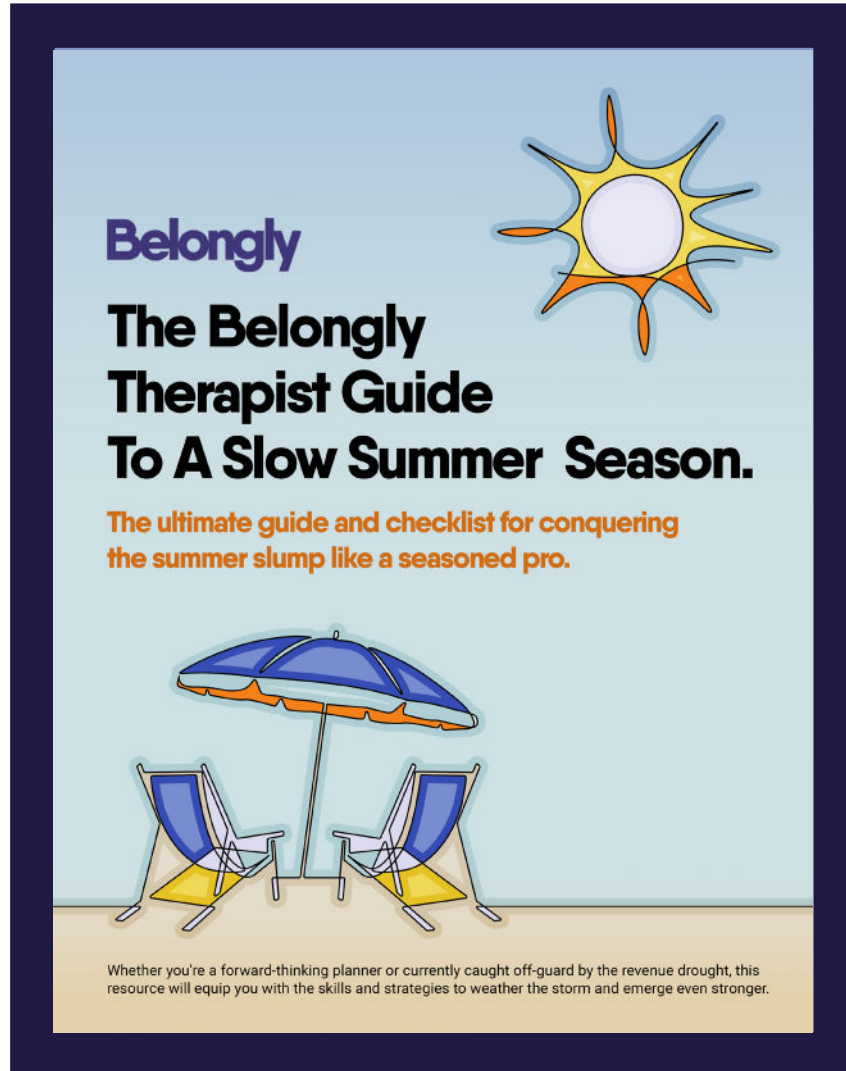
As you can imagine, I'm currently navigating through a sea of emails, so your patience is much appreciated for the next **[X Days]** as I work my way back to you.

If your message is urgent, please reply to this email with **[Insert Preferred Text]** in the subject line. This will help me prioritize and respond to your needs more efficiently.

Thank you for your understanding and patience during this time. Your support makes all the difference as I catch up and continue providing the best care possible.

With gratitude,
[Your Name]/ [Your Practice]

Packaged & Relevant Downloads



[The Belongly Therapist Guide To A Slow Summer Season.](#)

Introducing the Therapist Summer Slump Survival Guide, your secret weapon to overcoming the sun-soaked hurdles. Inside you'll find the ultimate guide and checklist for conquering the summer slump like a seasoned pro. Whether you're a forward-thinking planner or currently caught off-guard by the revenue drought, this resource will equip you with the skills and strategies to weather the storm and emerge even stronger.

[Download This Guide](#)

Get published for free on the fastest growing content platform in the mental health industry today.

Whether you're just opening the doors to your private practice or have a thriving business to run, blogging and article writing are great ways to gain exposure and attract new clients. At Belongly, we're inviting mental health professionals to submit their articles for distribution within our community and across our multiple channels.

Publish An Article

01. Boost your professional profile **02. Read by 10s of thousands of mental health professionals**

03. Excellent SEO for your website



Belongly

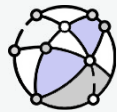
The community for mental health professionals.

A free, secure space for mental health professionals to collaborate with and meet new colleagues, support each other with referrals and stay connected to a trusted network of peers.

[Join Today](#)

[Learn More](#)

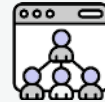
Belongly is a secure private platform. Currently, we only accept US-based therapists.



Connect

Meet other psychologists, social workers, and mental health professionals who share your specialties, interests, and day-to-day challenges.

[See who's on Belongly](#)



Collaborate

Consult on cases, securely discuss specific issues, and learn from a protected space. Help one another by giving and receiving professional support.

[Get Connected](#)



Curate

With Belongly, you can find and subscribe to the latest industry news, research, and curated articles you need to stay current and informed.

[Subscribe To Publications](#)



Cultivate

Grow your practice with referrals from the community, and develop your business with tools, advice, best practices, and continued training.

[Exchange Referrals](#)