The Great Vacation-Ready IT Checklist

[ ] Test remote access tools (VPN, RDP, cloud services) before departure.

[ ] Enable multi-factor authentication on all critical systems.

[ ] Verify that backups are current and tested.

[ ] Delegate IT responsibilities with clear roles and contacts.

[ ] Document critical IT procedures for temporary leads.

[ ] Notify your IT provider of travel dates and emergency contacts.

[ ] Ensure antivirus and firewall protections are up to date.

[ ] Check software license renewals and automatic updates.

[ ] Set up automated alerts and notifications for system issues.

[ ] Confirm access permissions for team members working remotely.