



out of the office

uncommon autoresponders for people who hate autoresponders

by: Jacqueline Fisch

intro

Hi! I'm Jacqueline Fisch, a pro writer, and editor out of Chicago—though Toronto is my home and native land.

Over the past 12+ years, I've done lots of different types of work—mostly management consulting helping huge corporations handle big changes with the perfect orchestration of words and emails.

I've been writing for about as long. I've done technical writing, sales proposals, summarized healthcare policy, written a book, edited a few eBooks, eCourses, and too many blog posts and emails to mention. I've even written a creative job description to position a super smart guy to snag a top spot at his start-up.

what is this thing?

I created this little book after reading too many out of office messages that made me want to cry. Seriously you guys, they're all the same.

I am out of the office starting on 11/10/2016 and returning on 11/14/2016 and have limited access to email. I will respond you your message upon my return on Monday.

Bleh.

Let's take the jargon and extra words out:

I'm not working, and not checking my email. I'll get back to you.

Better.

I get it, I used to have one of those out of office auto replies too—I'd just cut and paste it from the last guy and change the dates. Do you know how many times I've received an autoreply with an old date? Paying attention to details makes you look smart.

This is exactly why I created this little book—to *make you look smart*.

I want your out of office autoresponder to stand out—in a good way.

I'd love for your out of office message to surprise and delight. I mean, isn't that something that's so painfully missing from business?

how to use these scripts

Steal them.

Yes, steal my stuff. Steal all of it. Cut and paste into your out of office message, personalize, and away you go.

Warning – when you get back to your inbox, you're going to have a few responses from delighted colleagues and clients asking if they can steal your out of office message.

Take all the credit.

Here we go!

unsuck your out of office auto reply



when you're taking time off to do something cool

Hi! I'm taking some time off to [explain fun project / travel / unplug]. In the true spirit of vacation, I'm going to disconnect from email.

I'll read your note when I get back on [date].

In the meantime, what have you been putting off? Go do that.



when you've got a day off for training or a small event

Thanks for your note.

Today I'm [playing in a pumpkin patch on a preschooler field trip / attending Ideas Week / having a root canal]. Look for my reply on [day of the week you return].

I hope you're enjoying pumpkin spice + everything nice.



Hello. I can't answer your email right now because I'm out being awesome and learning how to become even more awesome at the [name of event / conference / training]. When I get back on [date], expect to be amazed by my awesomeness and my remarkable reply to your email.



Thanks for your email. You're receiving this because I took a few days off to work on some big projects. I can't wait to share them with you when I get back on [date]. I think you're going to like it.

In the meantime, what big project have you been putting off? Get started, today!

[you]



when you're not working on your birthday (because you shouldn't be)

Today I'm taking time off to celebrate my birthday. I'm looking forward to coming back to work fresher and wiser.

How can you celebrate today?



when you're unplugging and going on vacation

Hi and thanks for your email!

I'm on vacation and totally disconnected from email for vacation. I'll be back on [date]. I'm headed to [place] and can't wait!

If you have an emergency, call 911. If you need [thing you might need], [name / email] can help you.

Cheers!
[you]



You're receiving this message because I'm out of the office. I'm going to [totally cool thing that doesn't directly relate to work] and am looking forward to coming back with fresh ideas for my clients.



Thanks for your email. I'm spending some time over the holidays indulging in hot chocolate, mulled wine, and spending time cuddling with my family and a few good books.

Dashing through the snow,
[you]



Hello!
I'm on vacation until [date]. I'm sitting on a beach right now catching up on some great books, like this one [link to awesome book]. What book have you been meaning to read? Go read it, today!



Hi and thanks for your note. I'm unable to respond since I've been abducted by [aliens / Bradley Cooper / my cat]. Fear not! I'll reply when I return on [date].



I'm out of the office until [date]. I have incredibly easy access to a phone and email, but I assure you, I'm not using it for anything work-related.



Thanks for your email!
I'm away from work until [date]. While you're waiting, here are some things I made for you: [link to a blog post, worksheet, tool, infographic, list, or funny cat video]

Enjoy!

meet Jacqueline



Hi! It's me Jacq! Did you like these uninteresting and untraditional out of office messages? Did you use any? Got any fun ones? How'd people react? I'd love it if you [emailed me](#) to let me know how they worked for you.

I'm an aspiring minimalist, especially when it comes to words. Brevity is always a good idea.

I help [word-constipated](#) people find just the right words to tell their story or sell their stuff.

I've worked in management consulting and communications for 12+ years. Which is why I'm on a mission to eradicate jargon. I write, ghostwrite, and edit things like eBooks, eCourses, website copy, blog posts, newsletters and even job descriptions.

What does that mean? I speak all sorts of languages, namely the one you really want to learn—simplify.

When I'm not whittling down run-on paragraphs by day, you can find me devouring books about selling everything and vagabonding the world while I indulge in red wine and an inappropriately sized slab of dark chocolate.

I live near Chicago, where I see deer, hummingbirds, and cardinals daily. I write with the support of a bearded husband, two kids, a dog, two cat (and I hate cats, but these ones are cool), no houseplants, and most of my sanity. Stalk me online here – www.jacquelinefish.com.

I'm having a love affair with email. I get unreasonably excited when I see a full inbox. Seriously. Email me at hi@jacquelinefish.com.

What do to next

If you enjoyed this little book, share it with someone who needs a little email autoresponder help. Or keep it all to yourself. Or go outside. Or [write a letter](#).