



Out of the Office

Uncommon Auto-responders

by Jacq Fisch

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intro

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

Over the past 13+ years, I've done lots of different types of work—management consulting helping huge corporations handle big changes with the perfect orchestration of words and emails and corporate communications.

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 to 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 auto-responder 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.

OR

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.

OR

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?

OR

It's my birthday! So I'm taking a few days off to celebrate life! I'll be back to normal business hours on [date].

Looking forward to connecting with you soon!

when you're unplugging and going on vacation

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

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

Cheers!
[you]

OR

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.

OR

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]

OR

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!

OR

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].

OR

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.

OR

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 Jacq



Hi! It's me Jacq! Did you like these unboring 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. Email me here - hi@jacquelinefish.com.

I'm a writer for creative entrepreneurs who don't have the time or patience for writing and have businesses to grow, helping them make more money in their business and attract their dream clients.

Before launching my writing business, I spent more than 13 years working in corporate communications and management consulting.

I'm passionate about helping entrepreneurs drop the fussy writing and jargon and instead communicate authentically, letting their personality shine through, and always in the simplest way possible.

Through my thought-provoking blog posts, ghostwriting projects, and in-person workshops, I'm here to show you how to write about your creative work to stand out and sell more—while making every step feel inappropriately fun.

I live near Chicago, Illinois, with a beardo husband, two spirited kids, and a small chicken farm.

Stalk me online here – jacquelinefish.com/about/

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 to do next

If you enjoyed this little book, share it with someone who needs a little email auto-responder help. Or keep it all to yourself. Or go outside. Or write a letter. Or learn about [working together](#).