

best wishes for

Greater Flexibility

this season

Flexibility is the ability to adapt to changes in one's environment, work schedule, or social plans. Being flexible means being open to anything that deviates from one's expectations and adjusting one's approach to meet evolving needs or challenges. During the holiday period, flexibility becomes *especially* important. The end of the year often brings unexpected changes and increased demands, particularly in busy environments like the Postal Service, where the holiday season is one of the most hectic periods.

High work demand can lead to an increase in responsibilities and pressure. Being flexible means adapting to new circumstances and effectively balancing multiple demands, which is crucial for staying mentally and emotionally balanced. Here are some tips to help manage flexibility during times of chaos and busyness:

Stay Organized: Keep track of tasks and deadlines with a planner or digital tool. An organizer can help you manage time effectively, keep track of important things, and stay on top of responsibilities.

Prioritize Tasks: Identify the most critical tasks and tackle those first. Prioritizing responsibilities ensures that important duties are handled even if unexpected changes occur.

Be Open to Change: Accept that plans may need to shift and be ready to adjust your approach. Flexibility involves embracing change rather than resisting it.

Communicate Clearly: Keep lines of communication open with colleagues, supervisors, and family. Clear communication helps in managing expectations and finding solutions when things don't go as planned.

Practice Self-Care: Take breaks and manage stress through relaxation techniques. Turn off phone alerts and notifications when possible, and limit your time on social media.

Seek Support: Don't hesitate to ask for help when needed. Whether it's delegating tasks at work or leaning on friends and family, seeking support can make adapting to changes easier.

To learn how to be more flexible during the holidays, or anytime, reach out to the EAP.
Wishing you and those you care about a fantastic holiday season!