



Stay Grounded This Season

By Taking One Step at a Time

Navigating the holiday season one step at a time is a positive and practical approach to dealing with the busiest time of year for the Postal Service. This mindset emphasizes the importance of breaking down complex problems or goals into smaller, more manageable tasks. By taking one step at a time, you can make progress, maintain motivation, and build confidence as you work towards your objectives.

Here are some key points to keep in mind when adopting this approach:

Set Clear Goals: Define your goals and what you want to achieve. Make sure your goals are **s**pecific, **m**easurable, **a**chievable, **r**elevant, and **t**ime-bound (SMART).

Break It Down: Once you have set your goals, break them down into smaller, actionable steps.

Prioritize: Determine the order in which you should tackle these steps.

Focus on the Present Moment: Concentrate on the current step you're working on. Avoid being overwhelmed by thinking too far ahead or worrying about the next steps.

Celebrate Progress: Acknowledge and celebrate your achievements, no matter how small they may seem. This positive reinforcement can keep you motivated.

Learn from Setbacks: It's common to encounter setbacks and challenges along the way. Use these experiences as opportunities for growth and learning. Don't be discouraged by them.

Stay Flexible: Sometimes, you may need to adjust your plans or adapt to unexpected changes. Being flexible and open to different approaches can be essential.

Seek Support: Don't be afraid to reach out to friends, family, mentors, or colleagues for advice, encouragement, or assistance when needed.

By taking one small step at a time, you can make progress, build resilience, and achieve your goals while effectively navigating the challenges that come your way during the holidays and all year long. Reach out to your EAP to learn more about how to stay grounded and move forward taking one step at a time.