



Wishing You Time Well-Managed this Holiday Season

The holidays can bring added pressure to socialize, spend and do more, all during one of the busiest times of year for USPS employees. A little planning and prioritizing can help reduce stress, balance work and personal demands, and make the season more enjoyable.

Time Management Tips for Reducing Stress During the Holidays

Plan Ahead and Prioritize: For many, the holidays can turn into a daunting to-do list preventing people from being present to enjoy the many festive moments of the season. To ensure that things get done, start planning early and prioritizing the tasks at hand. Figure out what's most important and what you can cut out. Keep a "To Do" list of items, prioritized in order.

Stick to the Plan: It's easy to get distracted, and even more so during the holidays. To prevent this, make a plan. Decide in advance what and who is most important, and plan activities based on that. Knowing what is most important is the key to finding the right balance. Take five minutes at the end of each day to see what worked, what didn't and what's next.

Take Advantage of Predictability: If your job or family obligations have some predictability, get in the habit before the holiday season of carving out an hour or two each week to work on future tasks you know will land on your plate. This doesn't necessarily require working longer hours — just being more strategic about devoting what's often lost time to prepping for future tasks. You may gain some time and flexibility when you most need it, especially during the holidays.

Schedule Breaks: With regular break-times, you'll be less likely to goof off when you know you should be working. The upside of planning ahead is that it's possible you won't just accomplish everything you need to but accomplish it with time to spare. Holidays are supposed to be fun, after all — not all work. Schedule in some fun with those you care about most.

Set Expectations, Then Communicate: Set clear expectations for yourself and communicate them with others. People appreciate when you let them know of your competing demands.

Additional Tips for Making Tasks More Manageable This Season

- Break big tasks into smaller chunks.
- Tackle projects one at a time.
- Delegate tasks. Ask for help.
- Learn to say "No" if you are overburdened.
- Be flexible, but remain in control.
- Be realistic. Don't make your schedule too rigid.

For more on how to organize time, set priorities and establish a plan for the holidays, reach out to the EAP.