

## Ways to Stay Focused at Work Through the Holidays

Many people lose focus during the holiday season because their to-do list swells while their time shrinks.

**Take a few days off.** If you have a few vacation days left at the end of the year, take time to do a little shopping or enjoy a day with your loved ones.

**Plan early and communicate your expectations and schedule.** Make it clear that you will not be working overtime, and even look at creative scheduling options that allow you to leave the office earlier than normal.

**Create your to-do list and prioritize tasks.** Get your tasks and projects, both personal and professional, into a digital or paper system and out of your head.

**Avoid multitasking.** Work on one project at a time.

**Don't take your work home.** In the digital age many would consider this a nearly impossible feat, but it's still one worth striving for.

**Get into the spirit.** Being positive during the holidays can make a big difference in your performance

**Watch out for distractions.** While at the office, don't give yourself the assignment to cram in shopping at lunch or buy gifts online.

**Take care of yourself physically.** Exercise more, not less, even if it's just a walk around the block

**Remind yourself to stay focused at work.** The trick is to forget about "seasons" and focus on "today."