

# Manage Your Time



# During the Holidays



## 1. *It's okay to say no*

The holidays are a busy time for us all. It is easy to get caught up in pleasing others and to RSVP "yes" to more events than we have time for. This year, choose your happiness and your mental health over the desire to please everyone. Your family and friends will understand if you need time to prepare for the season.

## 4. *Keep a calendar and make lists.*

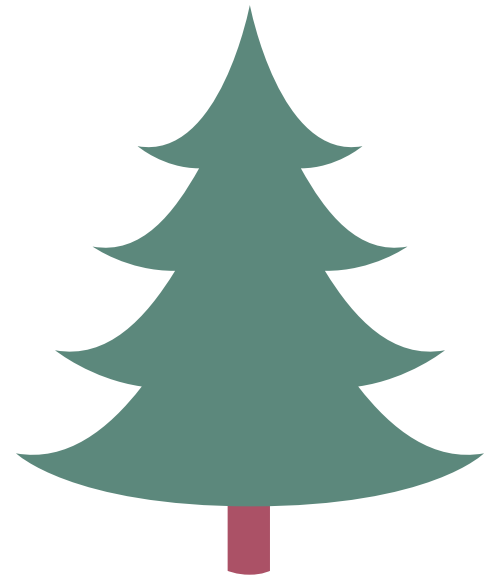
The best way to stay stressed is to constantly wonder what events are coming up. Keeping a calendar of all of your holiday obligations will ensure you know when you're busy and when you have some free time to be productive. Make lists to prioritize your time and work as efficiently as possible.

## 2. *Unplug*

In the season of constant holiday parties, gift exchanges, and family get-togethers, it is easy to be attached to our phones to make sure we are staying in the loop. Sometimes we are so busy planning, we forget to live in the moment and simply enjoy. Schedule some time to put the phone away and enjoy the holidays, unplugged.

## 3. *Plan now. Enjoy later.*

Procrastination is the largest, avoidable stressor during the holidays. Get your gift shopping, party planning, and recipe gathering done in advance, and enjoy the holiday season by spending it focused on the people you love.



## 5. *Take it easy, and have fun!*

When you're down to the wire and feel like you have way too many responsibilities than you can handle, don't prioritize your stress over your sleep. Staying well rested will protect you from sleep-deprivation and frantic behavior. Ultimately, prioritize your own joy over some of your responsibilities. It's your holiday, too, after all!