

# HOLIDAY STRESS RELIEF

The holiday season can be joyful, but it can also be quite stressful. Balancing family expectations, work responsibilities, and social commitments can make this time of year challenging.

You may notice that, despite a steady workload, many of your colleagues may be absent. You may even consider taking time off yourself. To help you manage workplace stress at this time of year and prevent it from becoming overwhelming, consider the following strategies.

## STRESS RELIEF STRATEGIES:

- PRIORITYZE
- KEEP IT SIMPLE
- ORGANIZE YOUR WORKSPACE
- TAKE CARE OF YOURSELF



# HOLIDAY STRESS RELIEF



## PRIORITIZE:

Identify what absolutely needs to be done today and what can wait until after the holidays. When you start feeling stressed, ask yourself if a task can be postponed for a week or two, then set it aside to work on later.

## KEEP IT SIMPLE:

The desire for "perfection" can contribute to holiday stress. If you're working during this busy season, you may have limited time for shopping, cooking, socializing or travelling. To help reduce your stress, try simplifying:

- **Set Realistic Expectations:** Focus on enjoying moments rather than striving for perfection.
- **Create a Short List:** Prioritize key traditions and meaningful activities.
- **Limit Gift-Giving:** Consider options like name draws, budgets, or homemade gifts.
- **Shop Online:** Save time and avoid crowds and traffic by shopping online.
- **Schedule Downtime:** Include time for relaxation to recharge.
- **Embrace Minimalism:** Decorate simply with a few meaningful items.
- **Delegate Tasks:** Share responsibilities with family and friends.
- **Stay Flexible:** Be open to changes to manage unexpected situations.

## ORGANIZE YOUR WORKSPACE:

Before taking time off, organize your desk by labelling files and creating a list of ongoing projects. Provide written instructions for tasks that need attention during your absence, and update your voice-mail with your return date and a contact for urgent matters.

## TAKE CARE OF YOURSELF:

Be aware of stress symptoms such as fatigue, headaches, elevated blood pressure, shortness of breath, irritability and insomnia. Put yourself in the mix and prioritize self-care during the holidays by:

- Eating balanced meals
- Getting enough sleep
- Avoiding alcohol
- Exercising regularly to boost energy and health
- **Breath** - if work or life starts to feel overwhelming, take a moment to breathe deeply. Inhale slowly for a count of three, then exhale gradually. After four or five deep breaths, you should feel more relaxed.

## REMEMBER:

**Take time to appreciate the true spirit of the holidays; it may help shift the stress and enhance your well-being.**

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