

A Quick Guide to Getting Your Work Groove Back After a Holiday

During the first few weeks of the new year, or after an extended holiday or vacation, it's important to set boundaries so you can catch up on the backlog of projects while still maintaining a healthy work-life balance.

- 1. Keep, Delegate, Defer or Dismiss:** Categorize your work to set boundaries. Make a list of everything on your plate, then divide each task into four areas: "Keep," "Delegate," "Defer" and "Dismiss."
- 2. Work Hard, Play Hard:** It's important to carve out uninterrupted time for work and play. It doesn't always turn out as a perfect balance, but it's important to create the space for both intentionally.
- 3. Create A Weekly Schedule in Advance for Personal and Work Tasks:** Making time for those you care about is critical for maintaining quality relationships. Set aside time every day to tackle a few personal chores so you avoid getting too far behind in things that affect your emotional well-being.
- 4. Get Harder Tasks Out of The Way:** Ranking tasks in order of importance can help you prioritize, along with scheduling specific time frames for important tasks. Make the most of natural energy peaks to tackle the tough tasks and get into the flow.
- 5. Block Out Your Time:** At the beginning of each week, identify your core targets and then put them into your calendar. They are now an appointment. All items get a slot—family time, chores and work activities.
- 6. Start with What Inspires You:** January is one time in the year when it's okay to ride the wave of celebration and start with the tasks that inspire you the most. Your family will also get to enjoy a more relaxed you for a little while longer before the grind kicks back in.

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