

Enjoying the Holiday Season

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Are you becoming increasingly frustrated at work? Have you noticed your daily tasks are doubling in size while your time appears to be disappearing into thin air?

For many professional administrators this is the time of year when frustrations escalate and pure exhaustion sets in, as extra responsibilities continue to surface. Duties such as organizing the staff Christmas party, purchasing appropriate gifts for long-time clients, creating and distributing greeting cards, while trying to complete year end administrative duties, are only a few of the duties that need to be completed. No wonder a large percentage of administrators are ready for a break by the end of December. Who can blame them?

However, there has to be a better way, a more effective way, a way that allows all of us an opportunity to enjoy the anticipated festive season with our family and friends, while getting our work done. So, I would like to share a few ideas that have helped me through stressful times.

1. **The Right to Choose** – As workplaces become increasingly demanding it can be easy for anyone to forget that they have the right to choose. From the attitude we carry to the way we prioritize our daily duties, the choice is truly up to each of us. However, during the holiday season it is important to remember teamwork philosophies. Choose to get others involved with your extra duties, but be sure to have some fun. For example, if you are responsible for the staff Christmas party then check to see who else would welcome the opportunity to become involved. Then treat those who choose to help you out to say a free lunch one day, but be sure to do it shortly after the tasks have all been completed. People appreciate it more when the kind gestures follow closely after the work has been done.
2. **Setting Limits** – Setting a financial limit when purchasing gifts is a wise decision. Scheduling a time limit for specific tasks is just as important. Ensure your time is not wasted by confirming the intentions and expectations beforehand. For example, if your boss wishes for you to prepare 5,000 signed greeting cards it may be more effective and a better use of your time, to obtain the services of a local printer instead. Sometimes the little extra money that has to be spent is well worth it. Setting limits is vital to establishing a

healthy and happy working environment for everyone.

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4. **Be Prepared** – Trying to keep everything running smoothly during the holiday season is no easy task, but ensuring you have plenty of wrapped, unaddressed, gifts nestled gently under the company Christmas tree, can save you from those awkward moments when your boss asks you to give a small gift to the unexpected guests that arrived for the morning meeting. In addition, it is always a nice gesture to share a box of chocolates or fresh cookies with those you work with. Place them by your desk and enjoy the wonderful comments coming your way.

This year, give yourself the gift of choice, set some realistic limits on your finances and your time, and most of all, be prepared to have some fun! Enjoy!