



TIME FOR STRESS-FREE HOLIDAYS

Do you look forward to the holidays, or do you panic with the thought of all you have to do? Getting organized is the key to managing a fantastic, stress-free season. Thoughtful planning, deliberate delegation, focusing on simplicity, and slowing down to enjoy family and friends will help you survive — and actually enjoy — the upcoming weeks.

Make a list: Start a running list of "to do's" that need to be completed before the holidays. If you break your large projects into smaller tasks, it will make things seem more manageable.

Delegate: Stop trying to do everything yourself. Assign each task from the list you created to a specific family member. Then, ask yourself, "Where is it important that I spend my time? How do I want to spend my time?" Delete or delegate everything else. For example, get someone else to clean the house or let the deli do the cooking. This doesn't have to be expensive; instead of a fancy turkey dinner, plan an affordable sandwich buffet or make-your-own pizza party. Or, invite guests to each bring their favorite dishes for a potluck.

Say "no" sometimes: It's okay to say "no." Company parties, family get-togethers, all-day shopping excursions, cookie bakes — they'll zap your energy fast! Is it time for a reality check on your priorities? Let your involvement in activities be aligned with your goals, not by the open slots of your schedule.

Schedule time for you: Book personal time first. If you fail to schedule the time initially, it won't be there later! Block off an afternoon, an hour, or even ten minutes to enjoy what energizes you and lifts your spirits this holiday season.

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