

The holiday season is that happy time of the year filled with parties, sumptuous food, presents, and family gatherings where we get a good laugh wearing those ugly sweaters.

But along with these come traffic jams, shopping malls and groceries bursting at their seams, cranky store clerks, tight budgets, and unexpected visits from relatives who swear you told them that they can come over. On top of that, you still got deadlines to meet, deals to close, and reports to submit at work.

The sad reality is that the feelings of anxiety, overwhelm, and stress often outweighs the happy feeling the holiday season is supposed to bring, particularly among us women. We're expected to handle decorating the home, do the holiday shopping, prepping the house, hosting the celebration, cooking the meals, and cleaning up after all the guests are gone. That's on top of our responsibilities at work.

Achieving a healthy work-life balance is tough, especially during the holidays. But, it's not impossible.

Here are 10 ways how to have a healthy work-life balance the holiday season and beyond.

Ready? Let's get started!

1. Plan way ahead of time.

- Make sure that you set aside time to plan and prepare before the holiday season starts.
- Take into account the worst possible scenario. List all these down and discuss this with your boss to come up with possible solutions to ensure that deadlines and goals aren't compromised.
- Schedule a meeting with everyone in your team to talk about your expectations for the upcoming holidays.

2. Schedule all your activities.

- Schedule everything on a planner or digital calendar to have a visual reference of all your deadlines at work as well as your social and personal engagements.
- List everything you need to complete for the month on a sheet of paper. If there are already fixed dates for any of these events, make sure also to list it down.
- Highlight those that you consider as the most important ones and add these first to your calendar. After you add these to your schedule, highlight the second most important tasks or events and then add these to your calendar or planner. Keep on doing this until you've transferred everything from your list to your planner or calendar.



3. Practice the art of time blocking.

- Time blocking gives you a visual overview of just how much time you'll be spending each day to complete specific tasks. It also helps you form the habit of deep work.
- Assign a color for all work-related task, another for errands, and so on.

4. Be willing to delegate tasks.

- Assigning specific tasks to your team gets the work done faster. It lets your team members know that you recognize their skills and abilities to get the job done.
- Delegating tasks to other people also [shows that you trust them](#). This is extremely valuable in building relationships at work and in your personal life.
- Instead of slaving away preparing every single dish you'll be serving, ask some of your guests to bring some of the food and drinks.
- Hire someone to help with cleaning up and decorating your home.
- The more you're able to delegate your tasks, the more time you can free up to spend with your guests.

5. Stop multitasking.

- Multitasking not only causes your productivity to plummet but even causes you to develop a shorter attention span and make you feel even more stressed. The reason is that our brains are wired to focus on one task at a time.
- Focus on one task at a time, especially when it comes to work-related tasks.
- When your brain can process everything correctly, you'll end up finishing your work at a much faster pace.

6. Take advantage of internet technology.

- Use online shopping sites and apps to do your holiday shopping.
- Keep tabs with your team's progress during the holidays using project management tools like [Asana](#) and [Clickup](#), and team communication tools like [Slack](#).

7. Monitor your spending.

- Be extra vigilant in monitoring all your expenses.
- Set a budget for your holiday shopping and stick to it. Using an app such as [EveryDollar](#) come in very handy.
- Hold yourself accountable to how you do your Christmas shopping.



8. Don't be afraid to say "No."

- If you want to achieve a healthy work-life balance during the holiday season, you got to learn to say "no" to others.
- You can only handle so many things each day before you start feeling stressed out and cranky.
- No one wants to have a grouch for a guest.

9. Be in the moment.

- Disengage from your cell phone while you're in a gathering or spending time with your family during the holidays.
- Catch up and reconnect with your family, friends, and especially children.
- Take time to cherish each and every single moment you have with them while you can.

10. Take care of yourself.

- Make it a point to include something in your schedule just for yourself.
- Be sure to also catch up on sleep. Getting seven to nine hours of sleep during this time will help you wake up refreshed and energized to face another day.
- Eat foods rich in fiber and antioxidants in between parties to flush out toxins in your body, which can cause you to feel sluggish and even get sick.

The holidays are a time for celebration and beautiful memories. Finding a healthy work-life balance during the holidays will make that happen. The strategies that I've shared here will help you with that. When you stay committed to practicing these habits, you'll find that you'll be able to experience a healthy work-life balance well after the holiday season.

