

best wishes  
for a

# Healthy Balance

this season

The holiday season for USPS brings a surge in mail volume and customer demands, making it crucial to find a balance. Here's a guide with practical tips designed to help you manage this busy time effectively and maintain your well-being:

**Stay organized by planning your days and preparing for peak times.** Keep track of personal and workplace responsibilities with a planner or digital calendar. Organize your daily tasks by priority. Before busy periods, plan and prepare your day or tasks to ensure you're as efficient as possible. Staying organized can help manage increased workloads and reduce stress.

**Set realistic and manageable goals.** Divide larger tasks into smaller, manageable steps. Set achievable goals for each day and focus on completing one task at a time to avoid feeling overwhelmed by the workload. Avoid overcommitment by being realistic about what you can accomplish during the holiday season. Prioritize essential tasks and adjust your goals to match the increased demands.

**Make time for friends and family.** Despite the busy schedule, set aside time to connect with family and friends. Whether it's a phone call, a meal together, or a brief visit, these interactions provide essential emotional support. Engage in holiday activities that fit your schedule. Even small traditions can bring joy and help you stay connected to the festive spirit.

**Embrace flexibility and adapt to change.** Be prepared to adjust your plans and priorities as needed. Flexibility is crucial in managing unexpected changes or challenges that arise during the busy season.

**By implementing these strategies, you can better manage the demands of the holiday season and maintain a healthy balance. For more on balancing personal and professional obligations, reach out to the EAP.**