

## DR. LOIS FRANKEL

*Get and keep the job you want.*

With the holidays upon us we asked Susan Picascia, our work/life balance coach, to provide some tips for reducing stress during this busy season. You'll find these tips helpful not only at the holidays but throughout the year. Your challenge is to choose one or two and commit to integrating them into your work and lifestyle.

1. Plan simple ways to take the "hurry" out of your everyday tasks and responsibilities. Many stressful experiences can be avoided by allowing enough time to get things done. For example, get up 15 minutes earlier each morning. Also, schedule your day realistically by allowing ample time between appointments and cutting your "to do" list in half.
2. Relax your standards during the holiday season. The world will not end if you don't attend that meeting or have the perfect appetizer.
3. Choose to simplify and slow down. Count your blessings. Develop a grateful attitude about what is going well in your life. Focus your thinking on the positive and, when possible, take action with the negative.
4. Give yourself permission to say "no thank you" to events for which you don't have the time or energy.
5. Do only one thing at a time. When you find yourself mentally juggling multiple priorities consciously tell yourself to focus on just one.
6. Keep a journal to explore and clarify what's really important to you. Use it to define your values, interests, and priorities then plan your day to reflect them. Make certain you include at least one thing everyday that nurtures you -- even if it's for only 5 minutes. *Everyone*, no matter how busy, can find 5 minutes to reflect, relax, and tune in.
7. Let yourself laugh. Surround yourself with people who are optimistic, interested in life, and curious. Seek out people who, no matter how bad things might be, know what is important and what is not.

The CCI Team and I send our very warmest wishes for holidays that you take time to enjoy and a New Year filled with a generous balance of work and play.

Best regards,

Lois P. Frankel, Ph.D.