

Tip sheet

Preparing for the end of the year

As the year draws to a close and the holidays approach, workplace stress tends to peak. Balancing our work and personal lives can become overwhelming, but there are strategies to help you manage stress effectively.



Planning for the end of the year

Be mindful of your stress levels and triggers

These can fluctuate at this time of year. Walk away and take a breath if you can feel you are getting irritated or annoyed.

Prioritise and plan

Set a budget for Christmas presents, plan a cleaning list, food to buy or cook, who you might want to visit while you are on a break. From a school holidays perspective – plan some play dates and activities for the kids this side of Christmas if you can. Break down your big tasks and delegate so you don't do it on your own.

Communication is key

Keep open lines of communication with colleagues and managers. Clearly express your workload and, if necessary, negotiate deadlines to ensure a realistic and manageable schedule.

Take breaks

Incorporate short breaks into your day to recharge. A brief walk or deep breathing exercises can refresh your mind, improving focus and productivity.

Celebrate the wins

Acknowledge and celebrate your accomplishments throughout the year. Reflecting on successes can provide a positive perspective before the year is up.

Healthy lifestyle choices

Sleep, alcohol and drug use, food choices and money management all impact our mental health and wellbeing, so be aware of your choices during this time. This isn't about saying 'don't treat yourself', but don't have treats all day every day as you may not feel better for it once summer ends.

Embrace the summer holiday season

Don't forget to enjoy the holiday season and festivities. Plan activities with friends and family, and put all your work behind you. It will still be there when you get back, so why stress about it during your leave?

Leave the year looking forward to the next

Each new year brings with it countless opportunities for growth. This could be personal or professional, and include fresh ways of doing things, acquiring new skills or achieving milestones. Rather than fretting over the end of one year, try to reorient yourself towards the future and the positives that may come.

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