

Ways to Stay Focused at Work Through the Holidays

Many people lose focus during the holiday season because their to-do list swells while their time shrinks.

Take a few days off. If you have a few vacation days left at the end of the year, take time to do a little shopping or enjoy a day with your loved ones.

Plan early and communicate your expectations and schedule. Make it clear that you will not be working overtime, and even look at creative scheduling options that allow you to leave the office earlier than normal.

Create your to-do list and prioritize tasks. Get your tasks and projects, both personal and professional, into a digital or paper system and out of your head.

Avoid multitasking. Work on one project at a time.

Don't take your work home. In the digital age many would consider this a nearly impossible feat, but it's still one worth striving for.

Get into the spirit. Being positive during the holidays can make a big difference in your performance

Watch out for distractions. While at the office, don't give yourself the assignment to cram in shopping at lunch or buy gifts online.

Take care of yourself physically. Exercise more, not less, even if it's just a walk around the block

Remind yourself to stay focused at work. The trick is to forget about "seasons" and focus on "today."