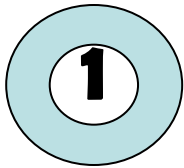


Almost everyone finds it hard to maintain focus during the holidays. Distractions are everywhere...and let's face it - they're all more fun than work. Here are seven tips for keeping your team motivated during the holidays.



### **Keep Yourself on Track**

Physician, heal thyself. If your schedule is a wreck and you are late with information and deliverables, your team will follow your lead. Be a good role model by showing your staff and colleagues how you balance business with holiday fun.



### **Ease Up**

If a project, task, or deliverable can wait until January, then it's best to hold off. Although people may have the post-holiday doldrums on January 2<sup>nd</sup>, holiday rest - combined with a new year - tends to have a reviving and refreshing effect.



### **Get to the Point**

Get to the point when communicating in meetings, emails, and voicemails. Brevity is always best. It's especially important when people are pressed for time and surrounded by fun distractions - like holiday shopping from their work computers.



### **Don't Introduce Something New**

Keep the status quo with your processes and procedures so people know what to expect. If you introduce a change now, you won't get an accurate reading on its success or failure anyway.



### **Track Vacations and Expectations**

Hopefully you and your staff built some holiday slack into your workplans. And hopefully a few months ago you set your boss's expectations about the amount of work you all could accomplish this month. Now is the time to remind your boss about that conversation. Confirm your team's vacation plans to avoid surprises.



### **Be There**

It happens. You tried to avoid scheduling a major milestone this month, but you weren't successful. Now your team has a major deadline on 12/26. Even if you've delegated every task, for the sake of leadership, camaraderie, and integrity, you must show up every day that your team is required to be on site. Share your plans with your project sponsor and hopefully he/she will follow your lead.



### **If Holiday Heavy , Go January Light**

If the holidays are your company's busy season, try to build some down-time into your team's January schedule. Seeing light at the end of the tunnel will help them pull through those long holiday hours. Even if other priorities arise in January, try very hard to honor your promise of down-time.