

# Changing Your Focus this Holiday Season

---

**Pam Vaccaro, MA, CSP**

Remember when you were a child and couldn't wait for the holidays? As an adult have you ever felt you couldn't wait for the holidays....to be over? Many CEO use the many resources at hand to "save time." However, even the best of time managers are stretched at the holiday season.

1. Question routine or precedent. Before investing your time in another year of honoring a holiday tradition that you feel is stressful or no longer enjoyable, reassess what you might do at the office or at home to initiate a simpler tradition.
2. Carry a recording device. Use your phone, pda, and mini-recorder to catch your thoughts about things to do. You think you will remember that perfect gift for staff while you are driving to work, but it is unlikely with so many other things going on. Don't trust your memory much during November and December! A recording device keeps all your ideas in one place; avoid little scraps of paper to capture those important ideas.
3. Give the gift of time. If your holiday celebration includes gift giving, consider what so many of your colleagues and adult family members long for.... more time. Perhaps the "holiday" turkey is best replaced with ten or more extra minutes of lunch a week or two before the holiday or leaving work early. "Demand" your employees use this gift of time to enjoy themselves. They'll love your new tradition. Give gift certificates for time spent with loved ones helping them with tasks or taking them out for a surprise play day. Gadgets are quickly forgotten or become outdated. Memories last.
4. Make sure you get a gift. Don't forget to put a gift of time on your desk too. Schedule 12 minutes a day just for you to do whatever you'd like. Watch how refreshed you'll feel and more open to enjoy the holidays nearly as much as when you were a carefree kid!

*Pam Vaccaro, CSP is a professional speaker whose expertise in managing time and attention brings her before audiences internationally. She is a Certified Speaking Professional, the highest earned designation by the National Speakers Association. Her company Designs on Time challenges companies and associations to rethink traditional time management. She is most known for tailored programs and innovative ideas.*

[www.DesignsOnTime.com](http://www.DesignsOnTime.com)

*Permission to reprint is granted if this bio is attached to all reproductions of this article.*

---

**Pam Vaccaro, MA, CSP**