

WORK &amp; MONEY

# Beat the pre-holiday blues

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As the end of the year draws near, with the promise of the holidays just around the corner, it's easy to become demotivated and lose sight of your goals. But it's risky to let things slide at the office and promise yourself you'll do better after the break, says MD of executive search firm SearchSpecifics, Zinhle Matentji. She finds these straightforward guidelines from Bootsuite.com useful for staying focused right up to the finish line.

## **Stop multitasking**

This might sound counterproductive, as there's no better way to get rid of several tasks at once (especially if you're battling to remain focused on one issue and find it easier to flick between assignments).

However, by doing more than one thing at a

time, you're probably not executing them very well. Rather spend more time on getting the job finished properly.

## **Don't overcommit**

You've probably been flooded with dozens of briefs as colleagues and clients rush to finish up and tie up loose ends before they go on leave. Again, by attempting too many things at once, the quality of your work will be compromised. This is especially important when facing a deluge of invitations to year-end events. Attend only the most important ones, as they will take you away from the office and leave you feeling tired and you'll accomplish less.

## **Delegate your tasks**

If you feel that no one else can get the task done as well as you, remember that trying to do too much in too little time (or with insufficient physical and mental resources), will lead to less than impressive results. End the year on a positive note by giving someone else the opportunity to shine.

## **Find an accountability buddy**

Start each week by noting each other's responsibilities and duties, and then meet up regularly to discuss how these are progressing. In this way you will motivate each other when the going gets slow – just don't fall into the temptation of talking about holiday plans!